Ince CE Primary School and Nursery

Job Profile Management, Finance & Admin Level 5

Your job

Job purpose: To provide secretarial/administrative/financial support to the Headteacher/Governors/senior office staff and managers.

And/or to provide a confidential administrative service to the Headteacher and an effective clerking service to the governing body.

Reporting to: Headteacher/School Business Manager/Senior Finance Officer/Office Manager/Senior Admin Officer/Governors

Responsible for: Some day-to-day allocation of work to junior office/finance staff

Liaising with: Headteacher, other members of staff – teaching and nonteaching, Governors LA and DFES, business people

Grade: G5 **Gauge Ref:** A23296

Disclosure level: Enhanced

Job Outline:

- To manage and undertake a range of financial / accounting processes including the use of relevant ICT support packages and systems (MIS, Arbor Finance, InVentry, EVOLVE, ParentPay).
- To assist with any promotion and marketing materials for the school.
- To take minutes of meetings as required.
- To manage and undertake a range of financial duties to include processing orders, payment of invoices, preparing statements for budgets as requested and monitor and/or manage designated school budgets, including staff salary monitoring.
- To reconcile school income and accurately input onto the school's financial system.
- To ensure all monies due to school are received, following all appropriate guidance and policy on collection of outstanding monies.

- To ensure all day-to-day financial administration tasks are completed. Orders/invoices/income on the school's financial management system (Arbor).
- To produce a range of financial data and provide reports as required.
- To follow financial procedures and best practice when completing financial processes on the school's financial management systems.
- To be responsible for a range of administrative duties and complicated IT tasks.
- To maintain and update manual and computer records/returns management information systems. Census.
- To manage, input & extract data/information for analysis to produce detailed and accurate reports as requested.
- To order equipment as required and to ensure a full audit trail of all spend for audit purposes.
- Under the direction of the School Business Manager ensure all staff absence and temporary claim amendments are recorded on the local authority payroll system, MIS system and internal school systems.
- To assist the School Business Manager on the recruitment of new staff to school, including but not limited to new staff personnel files, new staff training, pre-employment checks.
- To be the responsible person for the administration and accurate upkeep on the Single Central Record.
- To deal with and respond to enquiries from staff, pupils, parents and outside agencies
- To undertake reception duties as required.
- To maintain and collate registers, pupil reports and any other information as required by the school, LA or DFES.
- Will the office team ensure pupil absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries with the schools' pastoral team.
- With the office team schedule school visits for outside agencies, linked schools and parents.
- To manage the administration of school lettings and other uses of school premises if appropriate.
- To organise and co-ordinate supply cover as requested by the Headteacher/School Business Manager.

Other specific duties:

- To carry out duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To participate in the staff, review and development appraisal process

Health and Safety Training

- To undertake Health and Safety training on areas within the designated work area

Schools Job Profile Acceptance Form Management, Finance & Admin Level 5 G5 – A23296

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However, staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print name Jobholder: _____ NI no _____

School name: _____

DFES: _____

Person Specification / Selection Criteria Management, Finance & Admin Level 5

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Proven experience of undertaking a range of administration tasks	E		A, I, R
Previous supervisory experience		D	A, I, R
Experience of financial procedures	E		A, I, T
Experience of using various ICT systems and procedures	E		A, I
Proven experience of working within a school office environment	E		A, I
Previous experience of working with children of a relevant age		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
3 X GCSE's to include English and Maths or equivalent level of qualification	E		A
NVQ level 3 in Business Administration/Accounting or relevant qualification or equivalent applicable experience	E		A
Certificate in School Business Management		D	A, I
Previous supervisory experience		D	A, I
Willingness to obtain basic first aid certificate		D	I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of education and local Authority organisations	E		A, I
Can demonstrate ability to produce high quality secretarial and word processing support	E		A, I
Knowledge of working within a school setting or learning resource facility	E		A, I
Knowledge of how to undertake a range financial processes	E		A, I
Knowledge of school related office procedures	E		A, I
Knowledge of working within a school setting or learning resource facility	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	**Desirable**	**Source**
Sound organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to self motivate	E		A, I
Ability to use initiative to respond to and resolve problems within recognised procedures	E		A, I
Ability to deliver polite, courteous and efficient customer service	E		A, I, R
Ability to prioritise own tasks and those of others	E		A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I