



Saint James' Catholic Primary School

Job Profile

Management, Finance & Admin Level 4

It has been from the beginning, the belief of the Church that she has an obligation to provide an education for her children through which the spirit of Christ will inspire their whole lives. A Catholic school is not just an environment for providing a series of lessons; it operates out of an educational philosophy, which aims to meet the needs of the young people of today in light of our faith in Jesus Christ. It follows that, as a member of such a Catholic school, you are responsible to the Headteacher and Governors for the maintenance and development of the Catholic character of the school.

Your job

Job purpose: To provide administrative and financial support to the Headteacher and/or Business Manager/Office or Finance Manager

Reporting to: Headteacher, Business Manager or Senior Finance Officer/Manager, Senior Admin Officer

Responsible for: Some day-to-day allocation of tasks or demonstration of duties to more junior office staff.

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

Grade: G4

Gauge Ref: A23226

Disclosure level: Enhanced



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Job Outline:

- To undertake and manage bookkeeping duties covering a range of financial processes to include school fund, petty cash, school trips, photographs, postage, telephone calls.
- To administer and reconcile school meal monies including arrangements for free school meals.
- To produce a range of financial data and provide reports for Governors and the SLT.
- To assist with the preparation of the annual school budget and to monitor, record and report financial activity against approved allocations.
- To undertake administrative duties including letters, reports and schedules, word processing and a range of IT based tasks.
- To undertake a range of financial administration to include processing orders, preparing statements for budgets as requested.
- To maintain and update manual and computer records/returns management information systems such as staffing, admission and pupil records. Process and return timesheets to LA.
- To manage, input & extract data/information to produce relevant reports as requested.
- To administer school meals arrangements including free school meals by collecting, accurately recording and balancing the money.
- To order equipment as requested, process and reconcile invoices in line with financial procedures.
- To respond to general enquiries from staff, pupils and parents, LA, DFE and others.
- To undertake reception duties as required, answering routine telephone calls and face-to-face, signing in visitors.
- To maintain and collate registers, pupil reports and any other information as required by the school LA or DFES.
- To schedule visits by the school nurse, photographer, linked schools and parents.



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- To manage the administration of school lettings and other uses of school premises if appropriate.
- To undertake pupil first aid/welfare duties including liaising with parents/carers and staff.
- Organise supply cover under direction of the Headteacher or SBM.
- To maintain stationery and consumables for the whole school to include ordering from external supplier, cataloguing and distributing as required.
- To take notes/minutes of meetings as required.
- To sort and distribute internal and external mail as required.
- Assist with any promotion and marketing for the school.

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

Additionally, you will be required to:

To embrace the Catholic ethos and traditions of the school and actively support;

- Pupil care, which encompasses their spiritual and moral development.
- The care of the school environment and the day to day presentation of the school.
- The importance of being part of a team that values the contributions of all.
- The role that school holds in the local and wider community
- Follow the School's Health and Safety Policies at all times



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Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with our Code of Conduct for Employees, and the policy for Behaviour in the Workplace.

Entitlements:

- Training and development within the school's INSET programme and in accordance with School Development Priorities
- Appropriate professional support
- Appraisal (Annually)

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you.**