



## Job Profile

### Management, Finance & Admin Level 4

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#### 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

#### 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, DFES 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.
- 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 stationary 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
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## Schools Job Profile Acceptance Form

Management, Finance & Admin

Level 4 G4 – A23226

### **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 4

##### A. Experience

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b> A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using computer packages for work processing, spreadsheets, databases and researching information.	E		A, I, T
Experience of undertaking a range of administration/clerical tasks.	E		A, I, R
Experience of financial processes		D	A, I



## B. Training and Qualifications

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
NVQ level 3 in administration or accounting	E		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.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Knowledge of how to operate office equipment for example photocopier, fax machine.	E		A, I
Knowledge of office procedures	E		A, I
Understanding of a range of financial processes.		D	A, I
Knowledge of school related office procedures		D	A, I
Knowledge of how to operate office equipment for example photocopier, fax machine.	E		A, I



**Wigan**   
**Council**



## D. Personal Skills, Abilities and Competencies

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

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to deliver polite, courteous and efficient customer service.	E		A, I
Ability to exchange information with a range of people.	E		A, I
Ability to use initiative to respond to and solve unexpected problems using recognised procedures and policies as a guide.	E		A, I
Organisational skills to provide administrative support to meetings and other events.	E		A, I, R
Ability to prioritise own tasks and those of other junior members of the team and check their work.	E		A, I

## E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I