



## **Job Description School Administrative/Finance Officer**

### **RESPONSIBLE TO:**

Principal & School Business Manager

### **IMPORTANT INTERNAL RELATIONSHIPS:**

Governors  
Principal  
Senior Leadership Team  
School Staff  
Parents  
Pupils  
Visitors to school  
Other Orchard Hill organisations

### **IMPORTANT EXTERNAL RELATIONSHIPS:**

Professional Service Providers  
Local Authority Staff  
The Public

### **MAIN PURPOSE OF JOB**

To work alongside the other SAOs and to be responsible in all aspects of the smooth and efficient running of the School Office, including secretarial and reception duties and admin support to the teaching and support staff. Additional responsibilities for supporting the finance function within the school.

### **MAIN RESPONSIBILITIES/DUTIES OF JOB**

#### **Secretarial / Reception / Admin**

Providing secretarial support including word processing and photocopying various letters to parents and professionals, school booklets, etc  
Attend and minute EHCP meetings to the required standard, other meetings as required.  
Maintain pupil and staff information on school systems ie SIMS. Producing reports for staff on request.  
Completing and monitoring attendance registers, following up pupil absences where necessary.  
Collect dinner monies, from pupils and staff, complete and balance dinner registers & prepare money for banking.  
Maintain free school meal records.  
Prepare cash collections and reconciliations for cash banked.  
Administer Parent Pay system, recording amounts due and arranging necessary credits.  
Maintaining electronic and paper office diaries.  
Responsible for processing school uniform orders, banking monies and liaising with supplier.  
Acting as first point of contact for all visitors to school.  
Dealing with all telephone enquiries in a prompt, friendly and efficient manner and taking clear and accurate telephone messages.  
Liaising with parents and outside agencies should a pupil become unwell at school.  
Maintaining and updating lists as required to ensure accurate information is kept in school, including class lists, emergency contacts, holiday dates, etc.  
Maintain office filing.

Provide administrative support to the School's Parents' Association and School Governors.  
Maintain electronic record for Pupil Incidents.  
To ensure data is recorded and used appropriately in accordance with the School's policies.

### **Finance**

To understand and work within the Trusts' Financial Procedures.  
To support other staff with understanding the Finance Procedures.  
Liaise with the central finance team to resolve any purchase ordering queries.  
Maintain the centrally held contracts register, ensuring information is current and accurate.  
Ensure the School's inventory system (Parago) is updated weekly. Ensuring new items are added, and any obsolete items are removed. Preparing write off forms, in accordance with the Trust's Financial Procedures, for obsolete items.  
Deal with petty cash claims, ensuring paperwork is correct, reimbursing staff and submitting claims on the finance system  
Enter purchase orders on the finance system  
Regularly scrutinise purchase orders on the system, chasing any goods which are overdue.  
Upload Goods Received Notes to the finance system  
Ensure all financial information is filed correctly, both electronically and paper.  
Support the School Business Manager as required.  
Keep records of spends from allocated grants ie Pupil Premium, Sports Grant etc,. To enable SLT to have access to information which is needed for Government returns.  
Source and order resources as requested by staff.  
Maintain stationery supplies, re-stocking as necessary.

### **General**

To understand and work in accordance with the School's Equal Opportunities, Health and Safety and other relevant policies.  
To attend appropriate training.  
To work as a team member with all school staff.  
Undertake any other tasks as required by the Senior Leadership Team, which are considered commensurate with the job purpose and grading.

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**Julia James**  
**Headteacher**

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**School Administrative/Finance Officer**

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**Date**

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**Date**

**Job Title****School Administrative/Finance Officer****Person Specification**

Essential Experience/Skills	Desirable Experience/Skills
Experience of Working in a busy reception environment.	Experience of working in a school. Customer service experience/training.
Good Literacy and Numeracy skill – to hold a minimum of GCSE (A-C) or equivalent in Literacy & Numeracy.	A finance qualification.
Good ICT Skills- be able to use Excel and have the ability to learn new systems.	Experience in dealing with cash Knowledge of Civica Financials System Knowledge of SIMs packages
Be able to follow and apply Academy Financial Procedures	Experience of working in financial environment. Experience of cash handling
Excellent word processing skills	Minute taking during meetings
Excellent telephone manner	Experience of working in a special needs environment
Ability to work constructively as part of a team	
A good range of communication skills, with both adults and children	
Ability to follow instructions	
Ability to recognise confidential information	
Willingness and ability to learn new skills	
Excellent organisational skills	