

School Administrative Officer with Finance Responsibilities

Job Description

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.
- Deal with petty cash claims, ensuring paperwork is correct, reimbursing staff and submitting claims on the finance system.
- Support staff in using the on line expenses claim 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.
- Distribute goods received.
- Support School credit card holders by completing monthly credit card reconciliations.
- Maintain the contracts register in line with OHCAT requirements.
- 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.

Julia James
Headteacher

School Admin Officer

Date

Date