Job Description

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| Department | St Peter’s Catholic Primary School |  |  | |
| Designation of Post | Level 3 Administration and Finance (Business Support) | | Grade | Band C |
| Responsible to | Headteacher/Business Manager | | | |
| Immediate Subordinates |  | | | |
| **Job Purpose**  To provide administrative and organisational services to the school under the management and guidance of senior staff. To provide a full range of finance administrative support to the school.  **Key Tasks**   1. Provide administrative, and organisational services to the school 2. Liaise with pupils, parents/carers 3. Liaise with other staff and external agencies 4. Analyse and evaluate data and information and run reports 5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages 6. Organise meetings and take notes 7. Process forms, returns, etc., including those to outside agencies 8. Contribute to the planning and development of administrative procedures and systems. 9. Allocate work to administrative staff at lower levels on a regular basis. 10. Demonstration of tasks to more junior colleagues on a regular basis 11. Assist with the design and implementation of the school’s financial procedures and systems 12. Assist with ensuring staff absence data is entered onto selfserve and SIMS. 13. Maintain the school’s accounting systems 14. Run reports for the Headteacher on FMS and SIMS. 15. Assist Business Manager with Petty cash in line with separation of duties and to ensure appropriate use of the school’s bank accounts. 16. Process orders and approve payments ensuring correct financial control is applied 17. Reconcile accounts with the bursar in the absence of the Business Manager 18. Assisting the adherence to financial regulations and audit requirements and advising on the application of these. 19. Sort and distribute incoming mail/emails and prepare outgoing mail/emails. 20. Assist in administration across various cost centres and management information systems. 21. Maintain and collate pupil reports. 22. Provide general advice and guidance in line with school procedures to staff, pupils and others, where appropriate. 23. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. 24. Be aware of and support difference and ensure equal opportunities for all. 25. To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school. 26. Participate in training and other learning activities and performance development as required. 27. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.   ***Individuals in this role may also undertake some or all of the following:***   1. Respond to reception and visitor enquiries 2. Organise arrangements for school visits and events 3. Monitor pupil attendance and run reports 4. Undertake personnel administration, such as CRB checks 5. Monitor and manage a limited range of stock within an agreed budget 6. Assist with producing marketing and promotion material for the school 7. Undertake day-to-day supervision of more junior finance staff 8. Undertake administrative duties, such as reception, filing, and document preparation.   **NOTE:**  This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.  It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder’s responsibilities and duties.  Elements of this job description and changes to it may be amended in light of organisational and service requirements. | | | | |
| Signed Date ………………….  Signed Date …………………. | | | | |