

## Job Description and Person Specification

<b>Job title</b>	<b>Administration &amp; finance assistant</b>
Reports to	Office Manager
Contract	Permanent
School	Glenleigh Park Primary Academy and Nursery
Location	Down Road, Bexhill-on-Sea, East Sussex, TN39 4HS
Grade	East Sussex NJC Single Status Pay Scale; Grade 4; SCP 9-10
Hours	30hrs per week
Working weeks	Term time only plus 1 week during the school holidays

### Job description

#### Role purpose

To provide effective and efficient administrative support to the school community.

#### Key tasks

##### Administration

- Manage school diary and room bookings
- Arrange school events such as parents evenings, employee and pupil tours, open days and evenings: set up meeting rooms, issue invitations, communicate with anyone that may be affected by the event such as cleaners, after school clubs
- Support with the administration of Trust events arranging hospitality as required (Maths and Early year hub meetings, GLI days, Trustee board meetings and so on)
- Provide administrative support for all school educational visits, including associated payments
- Administer school IT educational software such as Renaissance learning/Star Reader
- Maintain and update the School Management Information System with changes to pupil records – address changes, medical and dietary information
- Undertake photocopying, filing and general office duties

##### Administrative Support for Human Resources and Payroll

- Maintain and update the school Single Central Register in relation to contractors and volunteers
- Be responsible for the production of the School Census
- Be responsible for volunteer recruitment, work experience and student placements ensuring relevant paperwork and DBS requirements are met

### Finance

- Assist in the day-to-day routines of the finance office
- Support with maintaining suppliers on the accounting system
- Requisition, order and process goods received notes as required
- Oversee parent/carer accounts in Arbor Pay in relation to lunch money, trip, club, breakfast and after school club income, raise invoices, produce statements and ensure debts are settled promptly
- Support with wider school and nursery finance admin tasks
- Establish contacts with suppliers of goods and services to ensure best value and quality
- Receipt and bank monies relating to Academy income
- Be responsible for the Academy credit card administration and transactions
- Operate defined financial procedures in accordance with statutory guidelines, financial regulations and Trust and departmental procedures and policies
- Support with fundraising initiatives such as organising and running the book fair
- Maintain a log of IT hardware with staff and in classrooms and liaise with IT support on repairs and replacements
- Obtain quotes for transport/venues for trips and confirm bookings, once agreed |

### Communications, marketing and promotion

- Provide administration support in providing and delivering a public relations service to the school both externally and internally, including design and production of marketing materials, support with social media posting, external links and opportunities for marketing

### Medical and Fire Safety

- Be an appointed First Aider, assisting with visitors, staff and pupil first aid/welfare duties
- Update Medical Tracker with pupil/staff information and monitor the system to ensure all incidents are being logged
- Complete accident reports as required

### Support of Colleagues

- Support colleagues by providing front of house administrative support across King Offa and Glenleigh Park Primary Academies as part of the administration team, when required
- Provide routine administrative support for other staff (reprographics, word processing, etc)
- Work proactively and collaboratively with other members of the staff team

### Self-Development

- Attend staff and team meetings as required
- Participate in training and other learning activities offered by the school
- Improve own practice, including through observation, evaluation and discussion with colleagues

### Legislative and Procedural Compliance

- Maintain confidentiality on all school matters at all times
- Follow all legislation and best practice relevant to your role
- Follow all school and Aurora Academies Trust policies, procedures and guidelines

### Safeguarding and Child Protection

- Maintain visitors safeguarding administration in accordance with Single Central Record procedures
  - Be alert to unknown individuals on school premises, reporting any concerns in line with procedures
  - All staff have a responsibility for providing and safeguarding the welfare of children and young people they come into contact with
  - All staff must comply with the school's Safeguarding Policy
  - If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy
  - It is a requirement of the role that appropriate safeguarding and child protection training is undertaken
  - A Disclosure and Barring Service (DBS) Check will also be required, and any additional checks recommended by Keeping Children Safe in Education may be undertaken (which may include online and social media checks)
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The list of duties in this job description should not be regarded as exclusive or exhaustive.

This job description details the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot, of themselves, justify a reconsideration of the grading of the post.

Aurora Academies Trust reserves the right to update this job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any significant proposed changes.

## Person specification

	<b>Criteria</b>	E = Essential D = Desirable	<b>Assessed by</b> A = Application C = Certificates I = Interview
<b>Qualifications</b>	GCSE level 4 or above in English and Maths, or equivalent	E	C
	NVQ Level 2 in a relevant subject, or equivalent	D	A
	First aid trained, or willingness to become so	E	C/I
<b>Experience</b>	Previous experience of reception work	E	A
	Previous experience of undertaking a range of administrative duties	E	A
	Experience of working in a school environment	D	A
	Experience of establishing positive relationships with young people and families in diverse communities	D	I
	Experience of working as part of a team	E	I
<b>Skills and abilities</b>	Ability to use language and other communication skills that pupils can understand and relate to	E	I
	Ability to demonstrate active listening skills	E	I
	Ability to utilise ICT effectively and efficiently in your work	E	I
	Excellent numerical skills, to undertake a variety of tasks, e.g. collecting monies and maintaining accounts for school activities	E	I
	Ability to communicate effectively with parents, carers and other professionals, both verbally and in writing	E	I
	Keen eye for detail, with an ability to produce work of a high standard of quality and accuracy	E	I
	Ability to remain calm and patient under pressure, whilst working to deadlines	E	I
	Ability to work effectively and supportively as a member of the school team	E	I
	Ability to work in an organised and methodical manner	E	I
<b>Knowledge</b>	Knowledge of, or willingness to learn, the legal and organisational requirements for maintaining health, safety and security of yourself and others	E	I
	Working knowledge of school management information systems	D	I
<b>Attributes</b>	Warm, friendly and professional manner	E	I
	Display a commitment to, and an ability to contribute to, the protection and safeguarding of children and young people	E	I

	A commitment to giving pupils and families the opportunity to reach their full potential	E	I
	A passion for working with and supporting children and/or young people	E	I
	Model behaviour, attitudes and dress that set the best possible example to pupils	E	I
<b>Other</b>	Ability to maintain confidentiality on all school matters	E	I
	Ability to create and maintain an appropriate environment which ensures the safety of all users of the school	E	I
	Willingness to participate in further training and development opportunities offered by the school, Aurora Academies Trust and the county	E	I
	Flexibility in the approach to work and the demands of the post and to be adaptable to the changing circumstances of the school	E	I
	A commitment to the school's vision, values and ethos	E	I
	A commitment to Aurora Academies Trust vision, values and ethos	E	I