



Job Title: Administration and Finance Assistant

Pay grade: SS 6 Points 14-16 £20,853-£21,695 f.t.e.

Hours: **36.25 hours per week**
8.30 to 4.15pm, Monday to Friday
30 minute unpaid lunch break.
(Term time, INSETs plus 5 days)

Reporting to: School Business Manager

Location: Oakwood Primary Academy

Role purpose:

To provide an efficient service as an administrator in the school office. This will include general administration tasks, the entering of pupil data, raising purchase orders, goods received notes and invoices, as well as providing reception duties in the main office.

The following is an outline of the range of duties that can be expected of the Administration and Finance Assistant. It is not a comprehensive list and duties may be varied from time to time, according to the needs of the Academy and the Trust, which do not change the general character of the job or level of responsibility.

Specific Responsibilities

- To provide an efficient administrative service for all school staff
- To deal with daily routines to include communication with parents, pupils and school staff
- To monitor the school email inbox messages and to pass on to the relevant contacts within school
- To help maintain the update the School Information Management system (Arbor) with changes to pupil records such as address changes, medical and dietary information
- To provide a friendly and efficient reception service for the school, dealing with all enquiries, both on the telephone and in person, promptly and courteously.



- To answer incoming calls, both internal and external, redirecting / taking messages as necessary and acting on instructions received.
 - To relay messages to staff and pupils, as necessary.
 - To receive all visitors and ensure they sign in and out in accordance with the school's procedures and are aware of safeguarding and emergency procedures whilst on the school site.
 - To enter purchase orders, goods received notes and process invoices under the direction of the School Business Manager adhering to the financial scheme of delegation
 - To place orders with suppliers, electronically and over the telephone
 - To be responsible for the administration of ParentPay and to help parents with enquiries related to payments on the system
 - General administration support to the school community.
 - Liaising with the school nursing team regarding screenings and vaccinations.
 - Undertake photocopying, filing and general office duties.
 - Administration of staff and pupil photographs, assisting with the weekly bulletin and children's certificates.
 - To draft letters at the request of senior leaders / managers and prepare communications for the school community
 - To assist with occasional minor first aid administered to pupils
 - To assist with enquiries from pupils, staff and visitors to the school office
 - To assist with the bookings of school day trips, residential trips and swimming lessons, to include coach bookings and liaison with venues, as well as communicating with parents regarding payments
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- ❖ To be involved in the Performance Management process in line with Aurora Academies Trust policy.
 - ❖ To role model expected working behaviours and high levels of professional conduct at all times and in all settings.
 - ❖ To promote Oakwood Primary Academy value and attitudes at all times.

Child protection

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the

appointment is confirmed. This will be done by means of applying for an 'Enhanced Disclosure'. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on our website. If in the course of carrying out the duties of the post the post holder 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.

Person Specification Administration and Finance Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE grade A, B or C or equivalent in English and Mathematics 	
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge of Microsoft Office Experience of undertaking a range of clerical duties Previous experience of reception and/or office work 	<ul style="list-style-type: none"> Experience of working within a school environment Knowledge of School Management Information Systems (ideally ARBOR, however, training can be provided) A current first aid certificate Managing school admissions
Key Skills & Abilities	<ul style="list-style-type: none"> Ability to work under pressure at times Ability to work under own initiative when necessary, prioritise workloads and meet deadlines Excellent organisational skills Excellent keyboard and clerical skills 	<ul style="list-style-type: none"> Previous experience of working with finance systems Knowledge of ParentPay or similar system

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	<ul style="list-style-type: none"> • The ability to work as part of a team – involving children, school staff, parents and governors • The ability to work and communicate effectively with adults and children on all levels in a professional, friendly and approachable manner • A keen eye for detail and experience of producing work of a high standard of quality and accuracy • Good analytical skills 	
Personal Qualities	<ul style="list-style-type: none"> • A warm, friendly and welcoming personality with a professional approach to work • Able to maintain complete confidentiality and discretion with all situations • A polite and professional telephone manner • Ability to function effectively in an environment in which interruptions take place • Willingness to participate in further training and developmental opportunities offered 	
Statutory/Legal	<ul style="list-style-type: none"> • Enhanced DBS 	

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