

## **Job Description Finance/Admin Assistant**

### **Overall Purpose of Role**

Reporting to the Headteacher and Office Manager/School Business Manager, having responsibility for maintaining a Finance Service. Assisting in the day to day running of the school office and covering reception when required.

### **Context**

To provide support to pupils and their parents/guardians, school staff, leadership team, governors in providing quality education and services to the community.

### **Clerical Support**

- Provide secretarial and clerical support for the Senior Leadership Team to facilitate the best use of their time and ensure consistency of approach and implementation
- Provide support for SEN provision including the administration of SEN procedures throughout the school

### **Public Relations**

- Adopting a public relations role with teaching and non-teaching staff, parents, pupils, Governors, the community, external agencies and the LA on behalf of the headteacher to foster and maintain good relationships for the benefit of the school
- The Admin Team are first point of contact with visitors to school, including parents / carers and guardians

### **Principal Duties**

- Delegated responsibility for the school budget, action budget matters, prepare and provide advice for the Head, School Business Manager and Governors as required.
- Liaise with LA Finance Officer, re school budget. Go through central reports and ensure FMS is up to date, raise journals/virements when necessary ensuring relevant authorisation has been obtained.
- Half Termly update of the budget to the Senior Leadership Team.
- Responsibility for reconciling all personnel salaries (ensuring they have been paid correctly) with Central Reports and entered onto FMS.
- Process orders and invoices, ensuring relevant authorisation has been obtained, and assigned to correct expenditure code. Maintaining filing system for orders, invoices, BACs payments, petty cash, income and journals.
- Process petty cash reimbursements to staff ensuring relevant authorisation obtained, and ensuring petty cash funds are maintained. Pay in any income received to the Bank Account, (this will require the use of a car) and ensure journals are entered on to FMS with correct authorisation and inform budget officer.
- Responsible for Managing school Debit Cards, coding on the RBS website to correspond with central reports.
- Booking staff on to courses when required, ensuring all relevant information passed on to staff and if costs are incurred, passing on to school finance. Keeping records to ensure staff training is kept up to date.
- Maintaining ParentPay, the Cashless system for dinner monies, assisting staff and parents with this if needed. Providing activation letters and chasing debt when required.
- Managing the pupils on Free School Meals, ensuring records are kept up to date and forwarding correspondence from the LA to parents
- Checking deliveries that arrive in school and distribute to appropriate department
- Up-keep of the school inventory
- Ensuring all documentation is stored on M Store – liaising with office team

- Liaising with Supply Agencies to secure supply staff when required by the Head. Keeping a spreadsheet to track their attendance to ensure the correct amount is paid when invoices are received.
- Coordinating our Outreach Programme, liaising with staff and ensuring invoices are sent.

### **Communication Skills**

Ability to:

- Form positive relationships with all school related personnel through a calm supportive approach
- Make accurate judgements of situations and refer to other staff where appropriate / if necessary
- Recognise and respect confidentiality of information
- Share expertise in office procedures
- Provide accurate, up to date and relevant information to all staff, including diary commitments information

### **Extent of Advisory Responsibility**

- Liaison with the Headteacher and Leadership Team
- Support and advise other staff throughout school
- Support other admin assistants
- Support and advise pupils / parents/ carers / guardians

### **Freedom to Act**

- Responsible to Office Manager/School Business Manager, Headteacher and Governors

### **Adaptability**

- Work effectively and efficiently under pressure and to strict deadlines
- Flexibility to respond to unexpected events, and the ability to prioritise effectively under pressure

### **General**

- Comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work aims of the School
- Establish constructive relationships and communicate with other agencies / professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required

### **Special Circumstances**

- Fox Wood is an exciting and very busy special school and college (across three sites) for pupils aged 4–19 with severe, profound, and complex learning difficulties. The scale of need and size of the staffing structure generate a high demand for administrative and clerical support.

**FOX WOOD SCHOOL  
ADMINISTRATION ASSISTANT  
PERSON SPECIFICATION**

	Essential	Desirable
1. Qualifications/training <ul style="list-style-type: none"> <li>▪ Maths and English Grades 4 and above (or equivalent)</li> <li>▪ Experience of FMS (Financial Management System) and SIMS (Schools Information Management System)</li> </ul>	✓  ✓	
2. Appearance/health <ul style="list-style-type: none"> <li>▪ Good attendance and time-keeping</li> <li>▪ Physically able to carry out all duties</li> </ul>	✓ ✓	
3. Experience <ul style="list-style-type: none"> <li>▪ Computer literate with experience of Microsoft Office, email and internet</li> <li>▪ Experience of a school office</li> <li>▪ Experience of basic accounts work</li> <li>▪ Experience of handling money</li> <li>▪ Experience of working in a financial role</li> </ul>	✓ ✓  ✓ ✓ ✓	✓
4. Knowledge, Understanding and Skills <ul style="list-style-type: none"> <li>• Ability to work effectively and respond well under pressure</li> <li>• Organised and efficient administrative skills</li> <li>• Maintain confidentiality</li> <li>• Ability to communicate effectively with staff, parents, the community and relevant external agencies in a variety of formats</li> <li>• Ability to work as part of a team</li> <li>• Ability to handle and record cash and BACs</li> <li>• Ability to cover for Receptionist when required</li> </ul>	✓  ✓ ✓ ✓  ✓ ✓ ✓	
5. Personal Qualities <ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities offered by the school, to further knowledge</li> <li>• Courteous, calm and efficient telephone manner</li> <li>• Patient and diplomatic manner when dealing with staff, students, parents and visitors</li> <li>• Flexible, cooperative and supportive team player</li> <li>• Enthusiasm and confidence at working with a wide range of people</li> </ul>	✓  ✓ ✓ ✓ ✓  ✓	
6. Approach to Work <ul style="list-style-type: none"> <li>• Commitment to whole school improvement</li> <li>• Enthusiastic and co-operative ethos with respect/support for our school's values</li> <li>• Open minded and receptive to new ideas, able to use own initiative to proactively seek improvements to current systems</li> </ul>	✓ ✓  ✓	