



FRESHFIELD PRIMARY SCHOOL

JOB DESCRIPTION: Administration/Finance Assistant Band C SCP3/BAND D SCP5

RESPONSIBLE TO: Head teacher & School Business Manager

Main purpose of the role
To be responsible for undertaking administrative, financial and organisational processes within the school under the instruction/guidance of the School Business Manager.
Objectives
To work flexibly as part of a team ensuring processes are followed, tasks completed and deadlines are met.
Duties
<ul style="list-style-type: none">• Undertake reception duties, answering routine telephone and face-to-face enquiries and signing visitors in and out.• Maintain manual and computerised records and/or management information systems.• Provide general administrative support, e.g. photocopying, filing, emailing, completing routine forms and responding to routine correspondence.• Undertake general financial administration e.g. processing orders/payments and invoices.• Maintain stock and supplies of resources, cataloguing and distributing as required.• Maintain asset register.• Assist with pupil first aid/welfare duties – administering medication and liaising with parents/carers and staff, etc.
Support for the school
<ul style="list-style-type: none">• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)• Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.• Contribute to the school ethos, aims and development/improvement plan• Appreciate and support the role of other professionals• Attend relevant meetings as required• Undertake personal development through training and other learning activities, including performance management as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The post is subject to Enhanced Disclosure

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for who he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times.

The post holder must sign to denote they have read and understand both the Child Protection Policy and the Keeping Children Safe in Education document.

All staff are expected to adhere to the school's Staff Code of Conduct.



PERSON SPECIFICATION

Administration/Finance Assistant

<u>Qualifications and Training</u> <ul style="list-style-type: none"> • Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification. • NVQ Level 3 in Administration or equivalent qualification or experience 	D E
<u>Experience</u> <ul style="list-style-type: none"> • Experience of clerical/administrative/financial work. • Knowledge of relevant policies/codes of practice and an awareness of relevant legislation. 	E D
<u>Skills</u> <ul style="list-style-type: none"> • Ability to work effectively within a team environment. • Understands the purpose of Information Communication Technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change. • Good personal verbal and written communication skills, numeracy and literacy skills • Ability to work independently using initiative. • Organisational awareness - keeps up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the schools performance. • Adaptability - supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way. 	E E E E E
<u>Knowledge and Understanding</u> <ul style="list-style-type: none"> • General awareness of inclusion, especially within a school setting • Effective use of ICT. • Understanding of other basic technology – photocopier 	D E E
<u>Professional Values and Practice</u> <ul style="list-style-type: none"> • Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration. • Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice. • Ability to improve own practice through observations, evaluation and discussion with colleagues. 	E E E