Job Description
GRADE 2 –FINANCE/ADMINISTRATION ASSISTANT
POST PART TIME 16.00 hours - Term time

PURPOSE OF POST:
- Provide a comprehensive provision of clerical, administrative and financial support to the school.
- To act as first point of contact for visitors and telephone enquiries.
- To assist in ensuring Wylde Green Primary maintains outstanding provision.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

Line Manager:- Office Manager

Key duties:-

Administrative
- Provide a reception service for visitors to the school, ensuring that they are dealt with promptly in a courteous manner.
- Control entry and exit to/from the school, ensuring that visitors sign in/out and that visitor’s badges are issued. Dealing with DBS checks from visitors.
- Provide general clerical/administrative support e.g. word processing a wide range of documents, distribution of parental letters, taking and receiving telephone messages, dealing with incoming and outgoing mail, photocopying, filing, responding to routine correspondence.
- Keep informed of daily routines and events and pass on information efficiently to children, staff and parents. Send text messages to parents as required using the text messaging service
- Maintain manual and computerised records / management information systems / spreadsheets, producing data analysis as required.
- Input results from surveys and produce reports as required.
- Ensure children’s data within Facility is current and compliant with Census returns.
- Keep accurate and up to date records/files for children, importing and exporting CTF files for those children arriving and leaving.
- Prepare records for new children, and support the timely transfer records for children moving on to the next phase of their schooling.
- Organise office stocks, supplies and consumables to ensure effective operation at all times
- Organise hospitality for visitors to the school and meetings as required.
- Book and direct supply teachers where necessary
• Organise transport for school visits, check permission slips and medical records associated with this and maintain file of EV risk assessments.
• Assist with the organisation of key school events
• Administer the school’s admissions policy, liaising with the LA and dealing with all aspects of school admissions.
• Liaise with School Photographer and School Nurse regarding photos/medicals through the school year.
• Sort and distribute incoming mail. Record and post all outgoing mail.
• Assist with the organisation and communication of extra-curricular clubs.
• Collate information for and draft the fortnightly school newsletter, ensuring swift distribution.
• Keep the office and reception area organised and tidy.
• Keep the foyer and entrance hall area tidy and up-to-date displays.
• Support the updating and maintenance of the school website, to include changing of staff photos as necessary, including uploading fortnightly newsletters and updating school meal menus as required.

Financial
• Undertake collection, counting, administration, banking of incoming cash/cheques and maintenance of appropriate financial records in relation to school meals, trips and charities.
• Responsible for monitoring ‘free school meals’, eligibility and checking termly.
• Raising orders as required.

Attendance and Punctuality
• Act as one of the first points of contact for children who arrive late at school.
• Support the Attendance/Administration Assistant in the following areas as necessary:-
  o Listen and record messages from the absence telephone line.
  o Produce a daily report of ‘missing’ children to enable checks to be made and contact home on a daily basis via group text, followed up by telephone call where necessary.
  o Monitor punctuality (via signing in sheets) each morning.
  o Maintain up-to-date accurate attendance records, both electronically and manually, in line with school policy and LA requirements, with advice and guidance from the Senior Office Manager when needed.
  o Produce literature to promote attendance at school for newsletters and website.
  o Manage the termly attendance rewards assembly process and ensure appropriate rewards are stocked.
  o Process leave of absence, holiday requests and attendance correspondence.
Other Duties

- To undertake tasks deployed by the Headteacher, Office Manager and School Business Manager
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Attend and participate in relevant meetings as required.
- To comply with all agreed school policies and procedures.
- To contribute to the overall ethos/aims of the school.
- Undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job
- All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
- All duties and responsibilities must be carried out with due regard to the School’s Health and Safety Policy.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for this post.

Signed …………………………………………………………………………………………………..[post holder]

Signed …………………………………………………………………………………………………..Headteacher

Date   ........................................................................
## PERSON SPECIFICATION

### GRADE 2 - FINANCE / ADMINISTRATION ASSISTANT

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL (without which candidate would be rejected)</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>EXPERIENCE</td>
<td>Demonstrable secretarial/administrative experience</td>
<td>At least 2 years experience of working in a school office</td>
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<td>Experience in a busy working office (minimum 2 years)</td>
<td>At least 2 years of working in a financial environment</td>
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<td>Experience of working as part of a team</td>
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| SKILLS & ABILITIES | Good working knowledge of Microsoft Office (Word, Excel, Outlook) | Good working knowledge of Microsoft Publisher |
|                   | In depth word processing skills – able to produce a wide range of documents | Good working knowledge of Facility CMIS or SIMS |
|                   | Able to maintain accurate manual and computer based records | Experience of using excel spreadsheets for manipulating and analysing data |
|                   | Good interpersonal skills – able to deal politely and tactfully with a wide range of people | |
|                   | Excellent oral and written communication skills – ability to write clear, correspondence and reports | |
|                   | Demonstrable organisational skills – able to manage periods of heavy and conflicting demands | |
|                   | Excellent numeracy and literacy skills | |
|                   | Ability to work collaboratively and be part of a team | |
|                   | Ability to work well and remain calm under pressure | |
|                   | Ability to work on your own initiative | |

| SPECIALIST KNOWLEDGE | Knowledge of current Admissions process |
|                     | Understanding of DBS requirements |

| EDUCATION & TRAINING | GCSE’s in English and Mathematics at grade A*-C or equivalent | Working towards attainment of NVQ Level 2 or higher in a finance related field |
|                      | Accurate and speedy keyboard skills | |
|                      | Willingness to develop own skills and committed to undertake further training | |

| OTHER | Is committed to safeguarding principles and promoting the welfare of children |
|       | Be able to demonstrate initiative, drive, enthusiasm, stamina and work accurately under pressure |
|       | Is resilient with a good sense of humour |
|       | Have a flexible approach to working arrangements |