

# Finance & Admin Assistant

**Salary Scale:** Band D, SCP 6-7

**Working Pattern:** 25 hours per week, 39 weeks per year, 8.30am start.

Required for September 2025.

## Job Purpose

To provide efficient administrative, financial, and organisational support to the school under the guidance of the Office Manager and School Business Manager, ensuring the effective day-to-day running of school operations in line with school policies and procedures.

## Key Responsibilities

### 1. Financial Administration

- Process purchase orders, invoices, and credits using the school's financial system (e.g., FMS).
- Reconcile purchase orders with invoices, investigate discrepancies, and liaise with suppliers.
- Run weekly invoice batches, check for errors, and communicate with the payments team by deadlines.
- Raise hire invoices for school facility usage, on a monthly basis.
- Monitor supplier statements and ensure all finance paperwork is signed, stamped, and filed correctly.
- Support monthly and termly expense processing and classification.
- Approve agency timesheets and raise purchase orders for agency staff used.
- Monitor service contracts, school licenses and insurance.

### 2. Reception and Communications

- Act as the first point of contact at reception when required.
- Handle telephone and email enquiries efficiently, including the accounts inbox.
- Greet and manage visitors in accordance with safeguarding procedures.
- Manage incoming and outgoing post.

### 3. Administrative Support

- Provide general administrative support including word processing, filing, data entry, document preparation, and correspondence.
- Organise, maintain and update school databases and information systems.
- Monitor pupil attendance and run reports on Arbor.
- Submit required forms and returns to external bodies as needed.
- Undertake HR administration, such as DBS checks.
- Liaise with pupils, parents/carers, staff, and external agencies.
- Organise meetings, take minutes, and support school event planning.
- Contribute to the development and implementation of administrative procedures and systems.

### 4. Events, Marketing and Lettings

- Support arrangements for school visits, trips, and events.
- Assist in producing marketing and promotional materials.

- Provide administrative support for lettings and external use of school facilities.

## **5. Pupil Welfare and First Aid**

- Provide basic first aid for pupils and staff as needed.
- Liaise with parents/carers regarding pupil welfare.
- Maintain accurate records of incidents.

## **6. General Duties**

- Promote and adhere to policies on safeguarding, health and safety, confidentiality, and data protection.
- Support and promote equality and inclusion for all members of the school community.
- Contribute positively to the ethos, aims, and team environment of the school.
- Participate in training and performance development activities.
- Perform other duties commensurate with the role as required by senior staff.