

Job Description

Department	Various	Division	Various
Designation of Post	Level 2 Administration and Finance (Business Support)	Grade	Band B
Responsible to	Line Manager		
Immediate Subordinates			

Job Purpose

To provide specific clerical and administrative or financial functions for the school under the direction or instruction of senior staff. To undertake specific finance support responsibilities to ensure the efficient and effective use of the school's budget.

Key Tasks

1. Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment
2. Produce lists, information and data as requested by senior staff or external agencies (eg. standard/statutory returns)
3. Maintain manual and computerised records and management information systems.
4. Undertake a range of financial procedures, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues
5. Monitor monthly budgets and highlights/flags senior staff on variances
6. Produce a range of financial information financial and data for the senior leadership team
7. Receive and record monies from pupils and parents / carers
8. Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
9. Be responsible for hospitality arrangements for all external visitors.
10. Sort and distribute mail and send out-going mail.
11. To be aware of all health and safety issues and comply with relevant policies and procedures.
12. To treat all information relating to pupils and school matters as strictly confidential and to refer all enquiries and concerns to the Headteacher.
13. To be a proactive member of the school team.
14. To attend relevant professional development.
15. To promote the policies and ethos of the school.
16. Be aware of and support difference and ensure equal opportunities for all.
17. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Deal with enquiries either by telephone or face-to-face and sign in visitors
2. First point of contact for sick pupils, liaise with parents / carers/staff
3. Assist with arrangements for school visits and events
4. Maintain stocks and supplies, selling and distributing as required
5. Undertake general financial administration such as processing orders, collecting

- monies and undertake basic book keeping, such as for petty cash
6. Provide administrative support for meetings and take notes at meetings
 7. Assist with the administration of school lettings and other uses of school.
 8. Undertake other support duties such as reception, dealing with correspondence, filing and word processing
 9. Process travel and subsistence claims
 10. Assist with school lettings.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service

Date