

## BRACKNELL FOREST COUNCIL

### JOB DESCRIPTION

|                              |  |
|------------------------------|--|
| Job Title: Finance Assistant | Whitegrove Primary School  |
| Salary                       | Grade/Salary Range: BFBC SCPI 6 – 9 - £25,989 - £27,254 plus LW according to experience (pro-rated for part-time/term time only) |
|                              | Working Pattern: Term time only plus inset days – minimum of 3 days per week   |

#### JOB PURPOSE

Under the direction of the School Business & Operations Manager and or Headteacher to provide general and financial administrative support.  
To act as a polite, well-mannered link between staff and the customer (parents, pupils and visitors), by providing a professional and courteous reception service.

#### MAIN DUTIES AND RESPONSIBILITIES

##### Key Duties:

- Place and process orders and invoices
- Check incoming stock deliveries and arrange for distribution and storage
- Arrange payment of invoices for stock, including checking supplier statements
- Responsible for petty cash under supervision of School Business & Operations Manager
- Provide support with lettings administration
- Administration of receipt of Childcare vouchers and recording on Scopay system

##### General Reception Duties

- Provide reception/telephonist function, deal with routine enquiries and sign in school visitors, ensuring safeguarding procedures are followed
- Screen incoming telephone calls, where appropriate dealing with queries or referring to the appropriate member of staff.
- Deal with visiting parents' queries
- Ensure parents/carers sign to take any pupil out of school for any reason – notify teachers and collect individuals where necessary
- To monitor the school's main email address and forward communication to the relevant staff

##### Data protection

- Act as the school's DPO, responding to requests and ensuring staff follow guidance
- Keep abreast of developments in the field of data protection, GDPR and record management

##### Site/Health and Safety

- Assist School Business & Operations Manager with booking in contractors for planned and reactive works
- Assist with updating Site and Health and Safety policies and risk assessments
- Maintain and update the asset register
- Completion of incident report forms for Bracknell Forest Council as and when required

**Medical**

- To act as a First Aider (training provided)
- Administer First Aid to pupils and staff as required
- Support the Reception team with administration of pupil medication
- Assist with welfare duties including looking after sick pupils and liaising with parents and staff

**General office Administration**

- Provide administrative assistance to the Headteacher, School Business & Operations Manager and other senior staff as required.
- Maintain manual and computerised record/information systems, including input and collation of information for SIMS.
- Maintain pupil records and filing systems.
- To provide cover for other administrative posts/tasks as directed by the School Business Manager or Headteacher
- Keep school policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection in order and report any concerns to the appropriate person.
- Actively support the school's equal opportunities policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.

**SCOPE OF JOB (Budgetary/Resource Control, Impact)**

No budget or supervisory responsibility.

The postholder is responsible for ensuring that the school safeguarding policy is adhered to and concerns are raised in accordance with this policy.

**BRACKNELL FOREST COUNCIL  
PERSON SPECIFICATION**

|                                       |   |
|---------------------------------------|---|
| Job Title: Administrator/Receptionist | Section:  |
| School: Whitegrove Primary School     | Grade/Salary Range: Term time only plus inset days – minimum of 3 days per week |

| KEY CRITERIA  | ESSENTIAL  | DESIRABLE  |
|---|--|--|
| <b>Qualifications And Training</b>                                      | GCSE equivalent to Grade C or above in Maths and English   | L3 qualifications or higher<br><br>Qualifications in book keeping or finance   |
| <b>Competence Summary</b><br>(Knowledge, abilities, skills, experience) | <p>Experience of general administrative work in a small team setting.</p> <p>SIMs or other school MIS Experience</p> <p>Able to follow administrative procedures, understand and follow instructions.</p> <p>Able to work with IT based finance systems.</p> <p>Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p> | <p>First Aid qualification</p> <p>Experience of working in a school/learning environment</p> <p>Experience of Reception duties</p> |
| <b>Work-related Personal Requirements</b>                               | <p>Term time only plus 5 inset days</p> <p>Must be available to work on the first whole school Inset Day of the Academic Year</p>  |  |

|                                |  |  |
|--------------------------------|--|--|
|                                | <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p> <p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> |  |
| <b>Other Work Requirements</b> | <p>Participate in training and development opportunities</p> <p>Suitability to work with children</p>  |  |