



Inspire. Learn. Grow.

The Sherwood School

Job Description for Finance Assistant

Job title: Finance Assistant

Salary: ME5 Point 5 – 6 (Point 5 FTE £29,436, Pro Rata £26,255)

Hours: 35 hours per week x 40 weeks per annum (8am- 4pm)

Contract type: Permanent

Reporting to: Business Manager, Headteacher

Additional Responsibilities: First Aid

Job Description:

Main Duties	
	<ul style="list-style-type: none">• Process Purchase Orders on the finance system and place order with suppliers as necessary.• Receive delivered goods, checking condition and quantity as required and keeping records of goods received.• Process invoices, including correct VAT codes and Ledger/Cost Centre codes ready for authorisation and payment.• Ensure financial entries are made in accordance with the DfE's Consistent Financial Reporting framework.• Monitor school trip monies and follow up on any accrued debts.• Assist teachers with bookings for school trips, such as coach bookings and the annual Year 6 residential trip.• Process bookings and payments for the in-house Wrap Around Care.• School dinner register maintenance and weekly reports.• Issue invoices to parents for "top-up" nursery places and follow up on any unpaid fees.• Ensure the safe receipt, handling and banking of monies and cheques received.• Provide assistance to staff with regard to financial issues, for example, accessing and producing reports for budget holders, placing and following up orders, advising on best value, providing details of alternative suppliers.• Assist in maintaining and updating information held on School Databases, including processing Pupil Premium applications.• Assist in the setting up and maintaining of archive files and historical data.• Liaise with suppliers, contractors, other schools and organisations, budget holders and attend to queries as required by the SBM.• Report faults relating to the school's database system/s and equipment to the IT support provider.• Provide word-processing, reprographics and filing services as required, including routine/general correspondence, documents and letters in connection with placing orders.• Assist the School Business Manager with aspects of administration as required.

Administration & Organisation	<ul style="list-style-type: none"> • Provide a welcoming reception to parents/carers and visitors, on the phone and via the entry system, ensuring security and safeguarding measures are adhered to. • Maintain and update information held on School Databases. • Assist in school emergencies as required, including locating staff, calling emergency services and completing necessary documentation. • Ensure the safety and welfare of the pupils at all times and be prepared to provide supervision in an emergency situation. • Assist in keeping the school office clean and tidy.
Working with colleagues and other relevant professionals	<ul style="list-style-type: none"> • Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the Headteacher. • Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision. • Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers. • Develop effective professional relationships with colleagues.
Whole-school organization, strategy and development	<ul style="list-style-type: none"> • Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision. • Make a positive contribution to the wider life and ethos of the school.
Health and Safety and Safeguarding	<ul style="list-style-type: none"> • Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education 2025 and our school's Child Protection Policy. • Look after children who are upset or have had accidents or who may be unwell and administer medication in accordance with the school policy. • As a member of the admin team, ensure everyone onsite has signed in and has the relevant ID to enter the school.
Professional Development	<ul style="list-style-type: none"> • Help keep their own knowledge and understanding relevant and up-to-date. • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
Personal and professional conduct	<ul style="list-style-type: none"> • Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school. • Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality. • Demonstrate positive attitudes, values and behaviors to develop and sustain effective relationships with the school community. • Respect individual differences and cultural diversity. • Maintain confidentiality on all information relating to individual members of staff, pupils and school matters.

The Finance Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff Code of Conduct. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Administration Officer will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Business Manager and Headteacher.