Administrator & Finance Assistant

Location: Lingham Primary School

Salary: BandC £22,932.55-£23,454.42

Hours: 36 hours per week 39 weeks per year

Working Pattern: Monday to Thursday: 8:15 AM – 4:00 PM Friday: 8:15 AM – 3:45 PM

Contract Type: Permanent

Start Date: 4th January 2027

At Lingham Primary School, we pride ourselves on being a warm, welcoming, and vibrant community where every child is supported to thrive. As the first point of contact for parents, visitors, and pupils.

Job Description	
Post Information	Post: Administrator & Finance Assistant Salary: Contract: Permanent Working pattern: Monday to Thursday: 8:15 AM – 4:00 PM Friday: 8:15 AM – 3:45 PM Contract Type**:** Permanent Hours: 36 hours per week, 39 weeks per year
Purpose	To deliver efficient administrative and financial support across the school, assisting with day-to-day office operations, budget monitoring, and accounting procedures. The post holder will also act as a welcoming key point of contact for pupils, parents/carers, staff, and external visitors.
Reporting to	Headteacher/School Business Manager
Disclosure Level	Enhanced DBS
We are seeking a friendly, organised, and detail-oriented Administration & Finance Assistant to join our busy school office team. This is an excellent opportunity for someone with strong administrative, financial, and customer service skills who enjoys working in a fast-paced environment and making a positive difference to the school community. As the first point of contact for parents, visitors and pupils, you will play a key role in ensuring the smooth day-to-day running of the school office.	

Key Responsibilities

Financial Support & Controls

- Assist with the design, implementation, and maintenance of the school's financial procedures, accounting systems, and budget plans.
- Prepare draft annual budgets, financial plans, and financial reports for the Local Authority.
- Perform detailed monthly expenditure monitoring, analysing variance causes and recommending corrective actions.
- Manage petty cash, process purchase orders, approve payments, and reconcile bank and general accounts.
- Ensure strict adherence to financial regulations and audit requirements, providing guidance on compliance to school staff.

School Administration & Frontline Operations

- Provide a welcoming, professional reception service and handle phone calls, emails, and visitor enquiries.
- Maintain accurate pupil records, attendance administration, and management information systems.
- Organise arrangements for school visits, events, and routine administration of school lettings.
- Process correspondence, analyse data, evaluate information, and produce school reports.
- Allocate tasks and demonstrate administrative procedures to junior colleagues.
- Assist with pupil welfare and first aid duties, caring for sick pupils, administering medicines with accurate records, and liaising with parents/guardians.

The Successful Candidate Will Have

- **Experience:** Proven experience in financial administration, budgeting support, account reconciliation, and general school/office administrative support.
- **Technical & Financial Skills:** Proficiency in advanced ICT packages, Microsoft Office, and school management information systems, with a solid understanding of financial regulations and audit requirements.
- **Communication & Organisation:** Excellent interpersonal skills, high attention to detail, and the ability to prioritise workloads under pressure.
- **Professionalism & Ethos:** Strong commitment to confidentiality, data protection (GDPR), health and safety, and safeguarding and promoting the welfare of children.

In return, we can offer a welcoming workplace, friendly colleagues, and a role where your contribution is valued every day.

Every member of our team helps create the right environment for our children and young people to learn, grow and thrive.

If you have the skills, energy, and warmth to excel in this role, we would love to hear from you!

For more information or to request an application form, please contact recruitment@lingham.wirral.sch.uk.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.