Job Description

SCHOOL ADMINISTRATOR / FINANCE SUPPORT

REPORTING TO:	Finance Manager & Educational Visits Coordinator
DEPARTMENT/LOCATION:	St Dominic's School
HOURS OF WORK	**36 hours per week,** Hours are negotiable around the core office hours of 8:30am – 4:30pm
SALARY SCALE	**R3, scale points 14 – R4, scale point 21,** depending on experience. **FTE:** £26,559 - £29,004, **ACTUAL:** £22,742.45 - £24,836.10

JOB PURPOSE AND SCOPE:

Provide effective and confidential comprehensive administrative support to the Finance Manager in order to ensure the smooth and efficient running of the finance function. Support teaching and learning by providing high quality administrative support as part of a committed and flexible administration team.

KEY DUTIES:

Assist the Finance Manager with day-to-day financial tasks, including:

- Raising requisitions in Financial Live (training will be given).
- Assisting the Receptionist with receiving and checking off deliveries against requisitions.
- Matching up the POs, requisitions and delivery notes.
- Assisting the Receptionist with entering goods receipts in Financial Live.
- Filing of above.
- Completing new supplier forms.
- Completing budget panel and Value for Money forms, in consultation with the Finance Manager.
- Entering petty cash claims into spreadsheet and scanning receipts.
- Updating finance procedures as required.
- Maintaining Free School Meals records.
- Administering ParentPay system, recording amounts due and arranging necessary credits (training will be given).
- Understand and work within the Trust's Financial Procedures.
- Liaise with the central finance team to resolve any purchase ordering queries.
- Deal with petty cash claims, ensuring paperwork is correct, reimbursing staff and submitting claims on the finance system.
- Enter purchase requisitions on the finance system.
- Regularly scrutinise purchase orders on the system, chasing any goods which are overdue.
- Distribute goods received.
- Maintain the contracts register in line with OHCAT requirements.
- Ensure all financial information is filed correctly, both electronically and paper.
- Keep records of spends from allocated grants, eg pupil premium, sports grant, etc, to enable the Senior Leadership Team to have access to information which is needed for Government returns.
- Source and order resources as requested by the Finance Manager.
- Maintain stationery supplies, re-stocking as necessary.

- Assist with booking school trips/enrichment, ensuring that all the required checks, risk assessments and paperwork are in place and procedures followed.
- Maintain records relating to trips, using Evolve (training will be given).
- Provide general administrative support, including word processing and photocopying various letters to parents and professionals and other school documents.
- Undertake training in the school's MIS system to assist in general data housekeeping, maintaining pupil and staff information, and running of basic reports, eg attendance.
- Support the Receptionist with answering the telephone and meeting and greeting families and other visitors as necessary at busy times, dealing with all telephone calls promptly and in a professional manner, providing support and advice where required and passing on messages as soon as practicable.
- Support with attendance registers.
- Maintain and update lists as required to ensure accurate information is kept in school.
- Maintain office filing
- Give information and assistance on school matters, as appropriate, to parents, pupils/students and staff.
- Maintain confidentiality at all times, ensuring compliance with GDPR as regards handling and storage of data as some information handled will be of a sensitive nature and some will be covered by the Data Protection Act 2018.
- Undertake any other duties pertinent to the scope of the post as required by the Principal, Vice Principals, Senior Leadership Team or the Principal's PA

- *This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.*
- *The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.*
- *The post holder is expected to comply with all relevant Orchard Hill policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.*

School Administrator with Finance Experience

Person Specification:

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Criteria *Key: Essential=E, Preferable= P, Assessed by Interview=I, Assessed by Application Form = A*	
EDUCATION/QUALIFICATIONS	
• Good literacy and numeracy skills: to hold a minimum of GCSE (A-C) or equivalent in maths and English	E
• Training and/or qualification in administration / clerical or related activities to level 2 and working towards level 3	P

KNOWLEDGE & EXPERIENCE	
• Competent with ICT, including MS Office.	E
• Experience of administrative systems.	E
• Experience of working as part of a team.	E
• Experience of working in a school or similar environment	D
• Experience of Arbor	D
• Experience of working in a cash and or finance environment	E
SKILLS/APTITUDE	
• Excellent interpersonal and communication skills.	E
• Ability to present information in a logical, clear and concise format and to communicate this effectively to colleagues, both verbally and in writing.	E
• Willingness and ability to learn new systems and skills.	E
• Ability to work collaboratively with a range of colleagues.	E
• Ability to follow instructions.	E
• Initiative and ability to work with autonomy within set boundaries.	E
• Ability to identify priorities quickly and accurately to ensure that deadlines are met.	E
• Ability to work under pressure.	E
• Highly effective organisational and planning skills.	E
• Thoroughness and attention to detail.	E
• Reliability, confidentiality and integrity.	E
OTHER	
• Compliance with OHCAT policies	E
• Must enjoy working as part of a team, be adaptable and supportive of colleagues	E
• Ability to interact with pupils and students sensitively and flexibly, who may communicate through challenging behaviour	E
PERSONAL	
• Pleasant, professional and proficient.	E
• Confident and self-motivated in exercising appropriate initiative	E
• A positive and flexible approach to work, with a 'can do' attitude.	E
• Enthusiasm and drive for working in a school.	E
• Full enhanced Disclosure clearance by DBS	E
• Satisfactory References	E
• Excellent attendance and punctuality record	E
• Genuine commitment to the ethos and work at St Dominic's School	E