**Job description: Office and Finance Administrator – Larwood School**

Brighter Futures Educational Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

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| Grade and salary | H5.1 -5 |
| Hours/weeks | 37 |
| Contract type | Permanent |
| Reporting to | Head of Finance and Operations |
| Responsible for | N/A |

**Main purpose**

* To contribute as an individual and team member to the aims and purpose of the school.
* To provide administration support for a variety of members of the school
* To support the adjustment and review of Education Health Care Plans for 100+ pupils
* To provide a supportive, informative, and responsive link between information arriving at school and staff, parents, the school support functions, and the leadership.
* To provide support for the Headteacher in the form of managing diary appointments and phone calls where necessary

**Duties and responsibilities**

* To provide an overview of pupils’ attendance on a day-to-day basis, to produce reports using the relevant system, and to send letters home on a half termly basis
* To maintain the school’s pupil database and the Solero system, including processing starters and leavers and the management of ETFs
* To produce the termly pupil census and submit into the DfE in a timely manner
* To carry out office tasks such as processing mail and stationery orders, checking and processing deliveries, managing petty cash
* To be the first point of contact, on entry or via telephone to the school; to provide a warm and friendly reception to a variety of audiences including taking children to classrooms
* Liaise between parents and teachers/LASAs regarding home school communications.
* Process and prepare paperwork for Education Health Care Plans as well as meetings/attendance for such meetings
* Organise and publish lunchtime menu choices in an accurate and timely manner
* To help with the administration of school trips, including costings, collecting the money and recording it correctly on School Money
* To process invoices, charge card transactions and purchase orders
* To maintain good housekeeping relating to the financial systems
* To help the Trust Finance Administrator with financial tasks as required
* To provide administrative support for the leadership teams as required
* To organise and co-ordinate regular open days for prospective parents

**Knowledge, Experience and Training**

* Full and up to date knowledge of office technology
* Experience of working in a school office
* Experience of financial processing tasks
* Knowledge of office technology relevant to education such as School Pod
* Knowledge of finance software such as Access
* Strong ICT skills including excel
* Excellent communication skills
* Excellent interpersonal skills
* Very strong numeracy skills
* Able to prioritise and work on own initiative
* Able to relate well to a wide variety of people in different situations, such as pupils, parents, teachers, Headteachers and Governors and Trustees
* To be proactive in own professional development and undertake any training required to fulfil the remit of the post

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential or desirable** |
| * Excellent literacy and numeracy – GCSE Maths and English or equivalent * Evidence of on-going professional development and training relevant to the role | **E**  **D** |

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| **Knowledge and skills** | **Essential or desirable** |
| * Highly IT literate and confident using Outlook, Excel, Word * Excellent numeracy skills, with the ability to understand financial information and processes * Ability to communicate effectively, both verbally and in writing, with school colleagues, external suppliers, Trustees * Excellent time management and organisational skills, with the ability to prioritise and work to deadlines * Able to use school data and finance systems * Switchboard/Reception or administrative experience | **E**  **E**  **E**  **E**  **E**  **E** |

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| **Experience** | **Essential or desirable** |
| * Working within an office environment which demonstrates the ability to support teaching staff and interact with pupils * Knowledge of Safeguarding in Schools | **E**  **E** |

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| **Personal skills** | **Essential or desirable** |
| * Ability to contribute well as an effective team member * Outstanding organisation ability, prioritising workload to meet deadlines monthly accounts and information requests * Calm, flexible, helpful attitude * Ability to work supportively with colleagues and external stakeholders (other schools within the Trust, suppliers) * Ability to work under own initiative and demonstrate commitment to improving own skills and performance | **E**  **E**  **E**  **E**  **D** |

Any other duties or reasonable instructions that are appropriate to the level of the post.