**JOB DESCRIPTION**

**POST:** Finance and Administrative Assistant

**ACCOUNTABLE AND RESPONSIBLE TO:** Headteacher

**WORKING PATTERN :** 35 hours per week (Mon to Friday 8:30 am to 4pm )

Term-time plus some working in school holidays will be required and can be discussed at interview

**SALARY:** H3

**LOCATION :** Holy Rood Catholic Primary School, Greenbank Road, Watford, WD17 4FS

**MAIN PURPOSE OF THE JOB:**

To carry out a range of tasks to support the Headteacher and School Business Manager in the following key areas of operation of the School/Trust:

* Finance Administration
* General Administration

ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS, AS REQUIRED:

* To provide administrative and organisational services to the
* school under the management and guidance of senior staff.
* Undertake other administrative support duties, including

reception duties.

* Assisting the School Business Manager with financial duties.
* Liaise with Suppliers and Contractors.
* Liaise with school caterers and school cook and deal with any

daily issues, numbers etc.

* Placing orders for school staff in line with the school budget.
* Process orders and invoices, ensuring authorisation and

signatures are gained.

* Send all documents to ASCAT Finance.
* Liaise with suppliers and budget holders
* Check incoming deliveries and distribute around school.
* Processing income and any banking required. Ensure income

records are sent to ASCAT Finance.

* Ensure all monies and school cards are kept locked and

secure in the school safe.

* Organise and book coaches for school trips, liaising with

Teachers and Venues.

* Enter trips, swimming and cycle training etc, onto Bromcom to

enable parental contributions. Monitor and deal with non-payments.

* Collate staff time sheets and enter information onto the

Paynotes for submission to ASCAT Payroll.

* Make a note of absent staff in school diary including the reason

for absence. Enter onto Bromcom and Child Unwell if necessary.

* Check and update registers and complete missing marks.
* Contact parents of children absent for no reason including

those children on the Headteacher’s list and feedback reason for absence.

* Ensure office stationery is stocked.
* Administer First Aid.
* Report any Child Protection Issues to Head teacher and enter onto CPOMS.

Additional Information

The post holder is required to contribute to and support the overall aims and ethos of the Trust and/or school. All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust’s policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

The post holder is required to be aware of and comply with policies and procedures relating to safeguarding; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

*St Joan of Arc Catholic School, and All Saints Catholic Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks through the Disclosure and Barring Service, references will be sought, and any other safeguarding requirements in place at the time of appointment, including a brief online check as detailed in KCSiE 2023.*