

APPLECROFT SCHOOL



JOB DESCRIPTION FOR SCHOOL FINANCIAL ADMINISTRATOR

Salary Scale: H4
Hours: 37 hours per week, term time only.
8.30am to 4.30pm (Monday - Thursday) & 8.30am - 4pm (Fridays) with a 30-minute lunch break.

Accountable To: Headteacher and Senior Leadership Team (SLT)
Line Manager: Finance & Business Manager

PURPOSE OF THE ROLE:

To provide administration and finance support ensuring the accurate processing of financial information while delivering a high standard of customer service to stakeholders.

RESPONSIBILITIES:

General:

- Be responsible for school shop and uniform resourcing including:
 - Maintaining and managing stock within an agreed budget
 - Cataloguing resources and undertake audits as and when required
- Acting as the school's First Aider at Work
- Administer medicines in school
- Supervising and caring for unwell pupils
- Maintaining stock levels of first aid supplies, complete the annual check and restock all first aid bags
- Maintaining medication/inhaler & auto-injector registers and contacting parents/carers when renewals are required
- Be responsible for communications and parent portal on MIS system
- Oversee sending of emails and texts to outside agencies e.g. parents/carers
- Manage school dinner system - conversing with parents for any arrears in payment
- Coordinate the administration of school milk to include the production of class lists
- Oversee the Parents Evening system on the school's MIS system
- Oversee the Booking system for clubs and school activities on the school's MIS system
- Be responsible for the upload of photos onto the school's MIS system
- Be responsible for the organisation and management of the school's annual trip to the Panto
- Leading on the administration and organising of fund raising in relation to Christmas cards and gifts
- Arranging year group cake sale events in collaboration with the school's PTA
- Liaising with school staff, parents/carers, suppliers and other stakeholders
- Managing sensitive and occasionally challenging situations with professionalism and confidence

Finance:

- Ensure accurate financial records are maintained and reported on a regular basis to the Headteacher and the Finance & Business Manager
- Ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the DfE and the school are observed
- Ensure compliance with financial procedures and maintaining data accuracy
- Undertake general financial administration including:
 - Processing all purchase orders
 - Processing invoices/credit notes
 - Processing income
 - Paying creditors
 - Use of the school's debit card
 - Maintain the school's asset register
- Undertake complex financial administration procedures including:
 - Managing expenditure within agreed budgets
 - Dealing with creditor queries
 - Managing all aspects of the school's financial systems in accordance with agreed policies and timetables
 - Supporting staff responsible for delegated budgets with procedures, enabling them to monitor their budgets
 - Production of debtor's invoices for all hires of the school plus any ad hoc requirements
 - Management of debtor's income
 - Managing the set up and transactions for School Comms.
- To be responsible for maintaining all correspondence and financial transactions in relation to "swimming" and "school trips (including coach hire)
- Dealing with general fundraising donations.

Music Tuition:

- Coordinate music tuition liaising with peripatetic tutors and school staff.

Essential Requirements:

- Previous experience in a financial administration role.
- Experience processing invoices, payments, budgets or other financial transactions.
- Strong administrative skills with excellent attention to detail.
- Confident using Microsoft Office applications, particularly Excel, Word and Outlook.
- Excellent customer service and telephone communication skills.
- Strong interpersonal and relationship-building abilities.
- A resilient, patient and professional approach when dealing with stakeholders.
- Ability to manage difficult conversations and challenging situations effectively.
- Excellent organisational skills and the ability to prioritise workloads.
- Ability to work independently and as part of a team.

SCHOOL'S ETHOS, POLICIES AND PROCEDURES:

- To promote the nurturing ethos of the school and uphold our mission statement, vision and values
- To adhere to, and promote all school policies and practices including the '8 Habits'
- To use information technology systems integral to the school's systems and as required to carry out the duties of the post in the most efficient and effective manner
- To promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom
- Support pupils in social, mental and emotional well-being
- Use positive behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this Job Description and its objectives as required by the Finance & Business Manager or any member of the Senior Leadership Team.

SAFEGUARDING:

- To promote the welfare and well-being of all pupils and staff
- To remain vigilant and do everything possible to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads any incident of this nature you witness, hear about or suspect
- To be vigilant in the care of all children and those concerning child protection issues and to follow the county and school procedures in the case of a disclosure from a child.

EQUAL OPPORTUNITIES:

- To implement the county and school's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, age, gender, disability, sexuality or status
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in-line with the Equalities Act 2010
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual(s) involved understands it is unacceptable at Applecroft School and the wider society.

HEALTH AND SAFETY:

- In carrying out the tasks in this job description you have a duty (under Health and Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective

and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community

- To ensure county and school guidelines and procedures for Health and Safety are adhered to
- To ensure a safe working environment both indoors and outdoors for staff and children
- Organise and safely manage the appropriate learning environment and resources
- To attend to and record minor accidents and incidents and to report injuries of concern to the Line Manager (Finance & Business Manager) or another member of SLT.

DATA PROTECTION:

- When working with computerised and online systems to always be completely aware of responsibilities under the Data Protection Act 1998 for the security.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

The job may include clearing up blood or other bodily fluids of children. County guidelines must be adhered to for your own safety.

This role will be reviewed annually as part of the appraisal and performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.