



Job Description

School Administrator With Responsibility For Finance- Little Green Junior School

Salary Scale: H4

Hours: 33.5 hours per week, term time only. To be agreed at interview - flexible working requests are considered.

8.30am to 3.30pm (Mon, Tu, Thur, Fri) with a 30-minute lunch break.

7.30am on a Wednesday

Accountable To: Headteacher and Senior Leadership Team (SLT)

Line Manager: 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:

Acting as the school's First Aider at Work

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Administer medicines in school

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Supervising and caring for unwell pupils

Be responsible for communications and parent portal on MIS system

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Oversee sending of emails and texts to outside agencies e.g. parents/carers

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Oversee the Booking system for clubs and school activities on the school's MIS system

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Liaising with school staff, parents/carers, suppliers and other stakeholders

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Managing sensitive and occasionally challenging situations with professionalism and confidence

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Bell Ringing at Parents Consultations.

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Note taking at Governor Mtgs/Professional Mtgs etc.

Finance:

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Ensure accurate financial records are maintained and reported on a regular basis to the Headteacher and the Business Manager

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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

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Ensure compliance with financial procedures and maintaining data accuracy

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Undertake general financial administration including:

- Purchase ledger - processing invoices and preparing BACS
- Income ledger - processing income invoicing
- Processing childcare vouchers and crediting system
- Paying creditors
- Use of the school's debit card and reconciling monthly invoices
- Maintain the school's asset register
- General finance and accounting tasks

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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
- Management of debtor's income
- Managing the set up and transactions for Arbor.

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To be responsible for maintaining all correspondence and financial transactions in relation to clubs and "school trips (including coach hire)

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Dealing with general fundraising donations.

Person Specification

Highly Desirable Requirements:

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Previous experience in a financial administration role.

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Experience processing invoices, payments, budgets or other financial transactions.

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Strong administrative skills with excellent attention to detail.

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Confident using IT applications, particularly Excel, Word and Outlook.

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Excellent customer service and telephone communication skills.

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Strong interpersonal and relationship-building abilities.

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A resilient, patient and professional approach when dealing with stakeholders.

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Ability to manage difficult conversations and challenging situations effectively.

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Excellent organisational skills and the ability to prioritise workloads.

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Ability to work independently and as part of a team.

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.