

JOB DESCRIPTION



JOB TITLE:	Finance, Data and Admin Assistant
JOB PURPOSE:	<p>To assist and support the Assistant Business Manager to ensure effective operation of the school finance function (in particular school fund).</p> <p>Key link between School and School Lettings Solutions</p> <p>To provide data admin support to assist the Data Manager.</p> <p>To provide reception and general admin support in the main office to assist with the Office Manager.</p>
LINE MANAGEMENT:	Assistant Business Manager
WORK COORDINATED BY:	Assistant Business Manager
WORK ALLOCATED BY:	Finance: Assistant Business Manager Data: Data Manager and Curriculum Administrator General Admin/Reception: Office Manager/Exams Officer
RESPONSIBLE FOR:	N/A
LIAISING WITH:	Governing Body, Headteacher, Business Manager, Senior Leadership Team, teachers and support staff, pupils, DfE, LA and EFA representatives, other external agencies and parents, local politicians, community and business representatives.
SALARY SCALE:	Grade 4 – NJC scale points 5-8
WORKING TIME:	37 hours per week, term time plus 37 hrs during school holidays including 1 training day in September
WORKING HOURS:	8.00 a.m. to 4.00 p.m. Monday, Wednesday, Thursday & Friday 8.00 a.m. to 3.30 p.m. Tuesday (hours non-negotiable)
DBS DISCLOSURE:	Enhanced

GENERAL OVERVIEW OF DUTIES AND RESPONSIBILITIES:

FINANCE & DEVELOPMENT

1. Ensure the safe receipt, handling and banking of monies and cheques received.
2. Manage and maintain all school fund activity via the schools integrated cashless software program.
3. Provide efficient finance and admin assistance to the Assistant Business Manager.
4. Provide assistance to staff with regard to finance issues, such as placing a following up orders, advising on best value and providing details of alternative suppliers.
5. Liaise with suppliers, budget holders, contractors and other schools to attend to queries as required by the Assistant Business Manager.
6. Assist with enquiries associated with the payment or non-payment of invoices and co-ordinate & rectify any irregularities.
7. Provide assistance to budget holders with requisition requests and on a day-to-day basis assist with processing and co-ordinating orders for goods and services.
8. Respond to requests from pupils for dinner money and transport issues.
9. Assist with processing petty cash transactions and ensure cash in hand balances.
10. Liaise with current and new suppliers, LA, other schools and external agencies /service providers about orders and payments to ensure best value.
11. Undertake FMS6 training to ensure you are competent in its uses within school.
12. Be familiar with guidance within the School's Financial Value Standard assessment.
13. Undertake any other reasonable duties commensurate with the grade and job title as directed by the Line Manager.

ASSESSMENT OF DATA

1. Support the collection, collation, analysis and dissemination of data, relating to, for example, student and department assessment and examination results as required by subject teachers, Heads of Departments and Senior Leadership Team.
2. Assist in the administration of auditing, printing, collating and binding of reports, ensuring that all reports are accurate and complete to meet strict deadlines.
3. Manage the effective storage of student progress reviews on SIMS.
4. Manage the upload of student reports and assessment data to Parent App.
5. Support in the development of assessment and tracking systems.
6. Maintain the schools tracking databases (Assessment Manager and 4Matrix).
7. Be able to independently set up marksheets, other data sets and operate the Assessment Manager system and any other similar software modules as required to support the monitoring of progress and tracking attainment.
8. Be able to independently operate 4Matrix and any other similar software as required to support the monitoring of progress and tracking attainment.
9. Assist with the creation of high-quality student reports in Assessment Manager.
10. Use excel spreadsheets at an advanced level to assist with the analysis of data.
11. Be familiar with the operation of the school's information management system (SIMS) and to retrieve and input information as required.
12. Undertake any other reasonable duties commensurate with the grade and job title as directed by the Line Manager.

ADMINISTRATION, PERSONNEL & TECHNICAL FUNCTIONS

1. Provide daily support on main reception, answering the switchboard, dealing with face to face enquiries from parents, students and external visitors.
2. Undertake typing requests, filing, photocopying and general administrative duties for the school as and when required.
3. Other duties of an appropriate level and nature may also be required.
4. Assist in the review and development of current and new procedures to meet changes in school business and service needs and monitor day to day compliance with regulations, audit and quality assurance.
5. To support all other sections as required in the provision of a corporate non-teaching support service.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out.

GENERAL

1. Ensure that members of the relevant team are kept informed of service requirements and standards.
2. Communicate effectively (as and when required) both internally and externally. This may typically include other team members, staff, parents, LA, partner schools, higher education, industry, relevant external organisations and agencies.
3. Help foster a positive culture by upholding the vision and aims of the school.
4. Work co-operatively with, and in support of everyone at the school.
5. Work with pupils and staff in courteous, caring and responsible manner.
6. Work with visitors in such a way that it enhances the reputation of the school.
7. Play a full part in the life of the school community, support its distinctive mission and ethos, promote the school's image and encourage staff and students to follow this example.
8. Help support the LEARN agenda.
9. Ensure compliance with legal, regulatory, ethical and social requirements (this may include legal requirements for worship).
10. Support the school in helping to prepare for external inspections (i.e. OFSTED, Church)
11. Contribute to the school development plan and attend inset training as and when required.
12. Promote actively and follow the school's policies including equality, health & safety and safeguarding, and if required undertake necessary risk assessments where appropriate.
13. Protect the School environment by making sure working areas (including classrooms, shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
14. Adhere to and support the school's staff dress code.
15. Adhere to and support the school's staff routines policy.
16. As a user of the school's network, comply with the school's IT Code of Practice and understand that the school may monitor your emails and internet activity.
17. Comply with the schools policy on Data Protection being particularly careful with sensitive personal information about children and the school.
18. Ensure that documentation is provided as and when required (this may typically include a DBS certificate, evidence in support of your job application, emergency contact details, personal banking information in order to make

payments to you, medical certificates when you are absent and vehicle insurance details if you are intending to use your vehicle for work)

19. Undertake any other reasonable duties commensurate with the grade and job title as directed by the Headteacher.
20. Staff with term time contracts should wherever possible take holidays during school closure times. Requests to take holidays during term time will be treated on an individual basis. However in order to minimise disruption to the school, management reserves the right to refuse any requests from staff wanting to take holidays during term time.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Dated

**Person Specification for
POST TITLE: FINANCE AND DATA ASSISTANT**

	ESSENTIAL/ DESIRABLE	SOURCE
QUALIFICATIONS & ATTAINMENTS		
NVQ Level 2 or above in Business, Finance or Accountancy or related studies – including CSBM or DSBM certificate.	D	A
Evidence of continuing professional development	D	A I R
Evidence of high order ICT skills	E	A I R T
GCSE English and Maths (A to C) or equivalent	E	A I R T
EXPERIENCE		
Minimum of 1 year recent experience of working with financial systems and procedures	E	A I R P
Evidence of utilisation of computerised accounting and management information systems	E	A I R T
A successful track record of innovation and forward thinking approach to the management of change	D	A I R
SKILLS/KNOWLEDGE		
An awareness of current issues facing schools and education	E	A I
An appreciation of the different levels of accountability within the school, Governing Body, LA and DFE	D	A I
Familiarity with performance management requirements and procedures	E	A I
Proven ability to identify opportunities for improvement in services	E	A I R
Evidence of effective negotiating skills	D	A I
Excellent organisation and time/resource management skills	E	A I T
Excellent communication and interpersonal skills	E	I P
Understanding of Microsoft packages, including Microsoft Excel.	E	A I T
QUALITIES		
Commitment to and the ability to support the distinctive ethos of the school	E	A I
A personal and friendly nature	E	I R
Resilience and confidence to work efficiently in a busy and demanding environment	E	I R
Proven ability to establish and maintain contact with a broad spectrum of individuals and external agencies	E	I R
Maintain confidentiality where appropriate	E	I R
Adaptable, flexible, diplomatic, tactful and committed to success	E	I R
Willingness to work occasional unsocial hours	E	I
Ability to work independently and as part of a team	E	I R
Initiative and ability to prioritise workload	E	I R
Able to respond to unplanned situations	E	I R
Efficient and meticulous in organisation with a thorough eye to detail	E	I R
Ability to multitask and move between disciplines/areas	E	I R
High level presentation skills	E	I R T
STAFFING		
An understanding of good practice concerning recruitment	E	I
A willingness to develop, promote and participate in employment policies and procedures	E	I
A commitment to equality of opportunity and fair treatment of all staff and pupils	E	I
A willingness to undertake training to complete training needs	E	I
An ability to identify training needs	D	I
An ability to make a contribution to the design and delivery of a programme of staff development	D	I
PERSONAL QUALITIES		
Tact and a sense of humour	E	I
Good attendance record	E	A R

CORPORATE RESPONSIBILITY		
Willingness to comply with the school's policies and Church of England ethos	E	I
Willingness to continue personal development in relevant area	E	I
Willingness to participate in the staff review and development process	E	I
APPLICATION		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	E	A

Source A = Application form
 I = Interview
 R = Reference
 T = Test
 P = Presentation