

WILLOW GROVE PRIMARY SCHOOL

ADMINISTRATIVE/FINANCE OFFICER

JOB DESCRIPTION

1. INTRODUCTION

- 1.1 **NAME OF POSTHOLDER:** _____
- 1.2 **JOB TITLE:** Administrative Officer
- 1.3 **JOB PURPOSE:** To provide Administrative, Financial and office support services under the direction of the Business Manager to support the efficient administration and organisation of the school.
- 1.4 **Line Management:** Reporting to Headteacher
Reporting to Business Manager
- 1.5 **Liaising With:** Business Manager, Headteacher, other school staff, visitors, pupils and outside agencies.
- 1.6 **Salary Scale:** Grade 5
- 1.7 **Working Time:** 37 hours per week, plus weeks per year.
(Specific working pattern to meet the needs of the school)
- 1.8 **CRB Disclosure Level:** Enhanced

2. VISIONS AND VALUES

- 2.1 To uphold the Vision, Mission Statement and Values for the School

3. ORGANISATION

In the absence of the Admin Asst/Receptionist role:-

- 3.1 Undertake reception duties, answering general telephone and face to face enquiries and dealing with complex visitor/reception matters.
- 3.2 Ensure efficient, effective transfer and distribution of mail, including e-mails and other correspondence.
- 3.3 Reprographics, where appropriate.

And in all other cases:-

- 3.4 Ensure efficient, administration arrangements for the electronic circulation of central documentation and information to all staff.
- 3.5 Ensure that generic office duties are undertaken efficiently and effectively.
- 3.6 Contribute to the planning, development and organisation of support service systems, procedures and policies.
- 3.7 To manage and undertake a range of financial/accounting processes and to assist with any promotion and marketing materials as required.
- 3.8 Welfare and First Aid support as required including liaison with staff and/or parents.
- 3.9 Day to day management and administration of medication as delegated by the Headteacher, including recording systems for medication
- 3.10 To manage the health requirements for pupils in school

4. ADMINISTRATION AND RESOURCES

- 4.1 Administer and maintain manual and computerised records/filing/information systems, including SIMS.net, FMS6, Attendance, School Meals, Personnel etc.
- 4.2 Analyse and evaluate data/information and produce reports as required. E.g. Behaviour, Exclusion, Attendance and Assessment data for SMT staff.
- 4.3 Undertake word processing and complex IT based tasks.
- 4.4 Undertake administration of complex financial/accounting processes and procedures. Maintaining accurate records at all times.
- 4.5 Manage a range of financial processes including processing of orders, invoices, income, cheques and petty cash etc. via FMS6.
- 4.6 In co-ordination with the business Manager, ensure sufficient funds are available, each week to sustain school and care activities and reconcile funds back to the appropriate accounting package.
- 4.7 Complete, collate and submit complex forms and returns, including those to outside agencies, LA and other regulatory bodies, as directed by the Headteacher or Business Manager. (DFE, Census, SM1's etc.)
- 4.8 Co-ordinate and provide full administrative support for the EHCP process, PEP meetings and annual review process for pupils with EHC plans.
- 4.9 Operate the daily functions in the administration of facilities including, use of school premises. (Lettings)

- 4.10 Ensure efficient and effective administration of the schools filing systems, including the maintenance of staff and student confidential records.
- 4.11 Inputting data and producing reports as required by the Headteacher or Business Manager.
- 4.12 Manage and/or administer the school meals system.
- 4.13 Maintain and collate registers, pupil reports and any other information as required by LA, DFE or School staff
- 4.14 Receive and record dinner/music/school trip money etc and associated records as per Willow Grove's financial procedures.
- 4.14 To contribute to the development of the service by, providing guidance and support to other members of office staff.
- 4.15 To ensure pupil absences are recorded and to co-ordinate issues relating to attendance in line with legal requirements and to deal with any related queries.
- 4.16 Assist the Business Manager in maintaining confidential staff records including personnel data/contracts/letters/DBS and medical clearance in compliance with internal and external regulations.

5. GENERAL RESPONSIBILITIES

- 5.1 Comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 5.2 Train in, and use where appropriate, Team Teach Physical intervention strategies
- 5.3 Contribute to the overall ethos/work/aims of the school.
- 5.4 Establish constructive relationships and communicate with other agencies/ professionals and staff.
- 5.5 To participate in the school improvement procedure and appraisal process.
- 5.6 Participate in training and other learning activities and performance development as may be reasonably directed.
- 5.7 To carry out the duties in the most effective and economic manner.
- 5.8 To undertake Health and Safety Training on areas within the designated work area.

6. OTHER DUTIES

- 6.1 To be aware of the confidential nature of issues
- 6.2 To be flexible so as to meet the operational needs of the school
- 6.3 Undertake any other reasonable duties specified by the Headteacher, commensurate with the job title and grade of the post.

7. 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
(Staff)

Signed
(Headteacher)

Dated
(Staff)

Dated
(Headteacher)

