

## Job Description



Westbury-on-Severn  
CE Primary School

### School and Finance Administrator

Grade 6 points 15-20

#### General duties

- Act as front of house and communicate with pupils, staff, parents and visitors appropriately and professionally.
- Ensure security/safeguarding protocols are communicated and understood by all visitors at the school.
- Ensure the office area is tidy and welcoming.

#### General administration

- Provide general admin support to ensure the school delivers effective and efficient services.
- Maintain Attendance records in line with our safeguarding policy.
- Oversee daily/weekly lunch orders.
- Ensure school files are kept up-to-date, e.g. ensure the most recent copies of school policies are available on the shared computer system.
- Manage SIMS
- Assist in managing the school's Google calendar and assign new staff email accounts
- Assist with the organisation of school trips.
- Maintain an up-to-date and accurate inventory of stock
- Place orders when required and check deliveries against orders
- Complete in the completion statutory returns, e.g. the school census.
- Schedule appointments and meetings for staff members in diary.
- Arrange Parent meetings
- Ensure the confidentiality of information is maintained.
- Carry out other general admin duties as required, e.g. sending out letters/emails.
- Monitor the office email and handle queries.
- Be aware of the school's calendar of events so queries from parents and other members of the community can be answered.
- Ensure good lines of communication between the office and the rest of the school.
- Understand and follow all relevant school policies.
- Attend and participate in training and development courses as required.
- Oversee contract work in school such as maintenance/site work.
- Maintain records and report staff absences
- Record and process monthly staff claims
- Enter and maintain lunches on Parent Pay
- Maintain milk records on Cool milk
- Staff absence insurance
- Maintain/update children's records

*A Small school, dreaming big*

- Record admissions, In-year & EYFS children.
- Arrange yearly Pat testing.
- Undertake reasonable additional duties as requested by the Headteacher.

### **Financial Duties**

- Ensure the school's budget is balanced and appropriately approach discrepancies in the budget.
- Set school budget alongside Headteacher and Chair of governors.
- Monitor the school's budget and ensure value for money is achieved and maintain FMS
- Control, monitor and evaluate the school's finances, ensuring compliance with financial requirements and regulations.
- Attend financial inspections by internal and external auditors, taking action on any recommendations.
- Have a sound understanding of the 'Schools financial value standard' (SFVS).
- Collect, count, record and bank any money paid to school.
- Ensure the security of cash stored in the office.
- Review the Finance Policy with the Headteacher yearly.
- Report regularly to Governors on Finance issues.
- Work alongside the Preschool Lead in the administrative duties of running Preschool including issuing termly invoices within the Tapestry portal.
- Maintain School Fund and Governors bank account and process yearly accounts, arrange a yearly external audit.

### **Safeguarding Duties**

- Maintain the school's Single Central Record.
- Keep record of First Aid and Safeguarding training for staff.
- Follow the school's absence/attendance management procedures and report any concerns to the Designated Safeguarding leads.
- Weekly check of the fire alarm and support the Headteacher in practice fire drills, keeping efficient records.

### **Personnel Duties**

- Support the Headteacher in the recruitment process for new staff.
- Inform GCC on staff contracts through E Forms and process Statements of Particulars when received.
- Maintain staff records.

### **Data Protection Duties**

- Work with the school's DPO in all matters of Data Protection and have a good understanding of Data Protection procedures.