**Job Description**

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**School and Finance Administrator**

**Grade 6 points 15-20**

**37 hours per week**

**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.
* Responsible for Preschool administration.
* 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
* 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 of 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.
* Calculate termly hours and invoices for Preschool.
* Keep record of Petty Cash payments and reimbursement to staff, balance bank account.
* 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 of 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.