



Job Description

Job Title:	Clerical and Finance Assistant		
Service:	Schools	Grade:	Grade 3
Location:	Allesley Primary School		

Job Purpose:

To ensure the provision of an efficient and effective reception and clerical support service to the school, and its Core Leadership Team, ensuring confidentiality is maintained at all times.

Main Duties and Responsibilities:

1. Provide cover of reception & administration service for the school, acting as first point of contact for pupils, parents and visitors when required, dealing with enquiries as they arise and receiving visitors, ensuring that security and safeguarding procedures are adhered to and the signing in book completed. Assisting in office administration as directed by Line Manager.
2. To undertake general clerical tasks on behalf of the Core Leadership Team.
3. Make and receive internal and external telephone calls, filtering calls as necessary and taking messages as required.
4. Receive, check and record dinner money and trip money from parents and ensure that cash handling procedures are followed. Update and maintain pupil records with the latest FSM/PP data as advised by LA.
5. Undertake the administration of school meal numbers and maintaining computerised records.
6. Maintain school stationery supplies, ensuring that order request forms are completed as and when goods are required.
7. Undertake photocopying, laminating and scanning of information as directed.
8. Contact parents (or the emergency contact) to advise when their children are sick or injured.
9. Maintain and update filing and pupil record systems, ensuring that all details including all details, especially emergency contact details are up to date and consent forms for pupils have been received and filed appropriately.
10. Process Purchase Orders onto the system.
11. Process Invoices onto the system.
12. Accurate record keeping for audit purposes.
13. Helping to raise the profile of the school using social media, events and advertising.
14. Raise funds for the school by helping to organise events and reaching out to the community and businesses for donations and support with projects as advised by the Senior Leadership Team.
15. With the support of the School Business Manager, plan and organise trips and clubs for pupils.
16. With the support of the School Business Manager, learn how to use the MIS system to keep accurate data for pupils.
17. Provide supervisory support cover at lunchtimes when required.
18. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

Responsible to: School Business Manager

Person Specification

Job Title:	Finance Assistant
Location:	Allesley Primary School

	Job Requirements
Knowledge:	• An understanding of administrative procedures. • An ability to use all office equipment within the context of Health and Safety Regulations.

Skills and Abilities:	• Able to be a supportive member of a team. • Able to communicate, and enjoy working, with children in a sensitive and caring manner. • Able to prioritise and organise workload to meet deadlines and remain calm under pressure. • Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate. • Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order. • Able to record and present information in a neat and legible way. • Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings. • Able to stay calm with difficult visitors and follow agreed guidelines for such situations. • Able to operate office equipment such as photocopier, etc. • Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act. • Able to process financial documents and keep accurate financial records. • Able to use social media and understand how to promote events/school in a positive way. • Able to help to organise events and raise funds with support from others. • Able and willing to undertake staff training and development courses.
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Experience:	• Proven clerical background covering activities such as filing, maintenance of records, using the telephone, dealing with people. • Maintenance of financial records • Maintenance of pupil data • Experience of supporting with the organisation of events • Experience of organising or supporting with fundraising events • Experience of using social media and other advertising strategies – such as creating flyers/poster/promoting events in person, etc • Experience of working with confidential and sensitive information • Ability to IT packages such as Word, Excel, Publisher, Bromcom would be desirable
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Educational:	Good general education (literate and numerate) □
Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act1974. A Criminal Record Disclosure will be required prior to appointment.

Reviewed August 2026
