

Job Description and Person Specification

Finance and HR Administrator

Job Details	
Grade	Grade 4
Service	School
Location	Tiverton School
Hours	35 hours a week (39 weeks)

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To support the efficient running of the school's finance, HR and administrative systems, ensuring records, financial processes and staff documentation are maintained accurately and in line with school, Local Authority and statutory requirements.</p>

Key Responsibilities and Accountabilities

Finance

- Use the school's Financial Management System (FMS) to process orders, receive and receipt goods, and enter delivery notes, ensuring that appropriate controls and procedures are followed. Provide guidance to staff on correct procurement processes and obtaining Value for Money (VFM).
- Raise purchase orders, ensuring the correct ledger / VAT codes and procedures are used in compliance with the Schools Financial Handbook as required by the Department for Education.
- Liaise with staff regarding order requests.
- Chase suppliers to ensure the timely progress and delivery of orders.
- Process invoices, including supplier invoices and staff reimbursements.
- Manage and record BACS runs for all payments through the FMS system, ensuring they are authorised and signed by two signatories in accordance with school guidelines.
- Maintain stock records for office supplies and a range of classroom materials.
- Undertake cash handling duties, including petty cash, in accordance with agreed procedures. Ensure cash is checked, receipted, balanced, stored securely, and prepared for banking promptly and efficiently.
- Complete all required month-end financial checks/ reports inc VAT and sent to LA.
- Prepare regular management accounts for budget holders.
- Complete the monthly salary download and resolve any issues that arise.
- Ensure appropriate financial and security controls are maintained for school bank accounts and cash held on site, including timely banking.
- Maintain and update the school's asset register.
- Support the School Business Manager (SBM) with year-end financial processes.
- Raise and process invoices for school income and proactively monitor and chase outstanding payments to ensure income is received in a timely manner.
- Balance the school credit card each month.
- Ensure the bank statements are balanced to the FSM system monthly.
- Ensure archiving of files is completed at the end of year and in line with the retention record/Policy.

Human Resources

- Record staff absences on the MIS and report to the Local Authority where required.
- Provide staff absence reports for the School Business Manager.
- Monitor staff absence and notify the SBM of any trigger points.
- Prepare Self-Certification Forms for staff absences.
- Maintain and update the Single Central Record (SCR).
- Support the creation and posting of online recruitment advertisements.
- Ensure staff DBS checks are updated every five years.
- Assist with recruitment processes, including obtaining references.
- Input overtime sheets for staff.
- Provide general administrative support related to Human Resources.
- Undertake any other duties and responsibilities appropriate to the grade of the post.
- Report from EVOLVE any staff related accidents or incidents using Local Authority reporting system
- Creating new staff files and archiving staff leavers according to the retention policy.
- Ensure all staff are issued with ID lanyards and maintain accurate records of distribution to support safeguarding and identification procedures.
- Supporting the SBM with the workforce census

Whole School Administration

- Work as part of the administrative team, providing cover for colleagues during periods of absence where appropriate.
- Welcome parents and visitors to the school, ensuring safeguarding and signing-in procedures are followed and reception duties are carried out in line with security requirements.
- Provide administrative support to the School Business Manager, Headteacher, and Leadership Team, including managing appointments and filtering telephone calls.
- Deal with confidential enquiries and correspondence on own initiative and process them appropriately.
- Ensure office equipment is maintained in good working order and liaise with external providers regarding repairs and replacements.

Key Relationships

External:	Parents, Visitors	Internal:	Staff
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Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

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Person Specification	
Requirements	
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Understanding of financial procedures and controls. • Knowledge of data protection and confidentiality requirements. • Awareness of safeguarding responsibilities within a school environment. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the Schools Financial Handbook. • Understanding of school administrative and financial systems. • Awareness of health and safety procedures in a workplace.
Skills And Ability	<p>Essential</p> <ul style="list-style-type: none"> • Excellent administrative and organisational skills. • Ability to manage multiple tasks and prioritise workload effectively. • Strong numeracy and attention to detail, particularly when working with financial information. • Good IT skills, including Microsoft Office and management information systems. • Ability to communicate effectively with staff, parents, and external organisations. • Ability to maintain confidentiality and handle sensitive information appropriately. • Ability to work both independently and as part of a team. <p>Personal Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> • Professional, reliable and approachable manner. • Strong attention to detail and accuracy. • Ability to work calmly under pressure and meet deadlines. • Flexible and willing to support the wider school team when required. • Commitment to safeguarding and promoting the welfare of children and young people. • Commitment to equal opportunities and inclusive practice.

Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of working in an administrative or finance role. • Experience of processing financial transactions such as orders, invoices, and payments. • Experience of using computerised systems and databases. • Experience of working with confidential information. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a school or education setting. • Experience using Financial Management Systems (FMS). • Experience of HR administration, including absence monitoring or recruitment support. • Experience of maintaining records such as Single Central Record (SCR)
Qualification	<p>Essential</p> <ul style="list-style-type: none"> • Good standard of education including GCSE (or equivalent) in English and Mathematics. • Relevant administration, finance or business qualification or equivalent experience. <p>Desirable</p> <ul style="list-style-type: none"> • Qualification or training in school finance, administration, or HR. • Training in Safeguarding, Data Protection or Health and Safety.
Special Requirements	

Disclosure and Barring Service (DBS)			
<p>Does the role require a DBS check?</p> <p>Find out which DBS check is right for your employee - GOV.UK</p>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>

Declaration			
Reviewed/Created By:	Aysha Patel		
Job Title:	School Business Manager	Date:	13/03/2026