

Gosford Park Primary School
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Gosford Park Primary School

One Community, Many Cultures; Growing and Learning Together

Finance & Administration Assistant Job Description and Person Specification

Job Title: Finance & Administration Assistant

Grade: 3

Responsible to: School Business Manager

Closing: 9th January at 12:00 midnight

Interviews: WB 13th January

Administration – Main Duties

- Provide a professional front of house service dealing with enquiries and assisting pupils, staff, parents and outside agencies according to office systems
- Deal with internal and make external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Use text messaging service to notify parents and update messages received
- Ensure school visitor sign in procedures are adhered to and security and safeguarding procedures are followed for all visitors.
- Make appointments when necessary, maintaining both manual and electronic office diaries
Be responsible for dealing with the daily distribution of post both incoming and outgoing
Receive and accept deliveries according to office procedures
- Ensure the tidiness and general appearance of the Reception Office is maintained to a high standard
- Provide clerical and admin support across the school
- Undertake word processing for whole school as requested; including letters and notices, and provide a clerical service with duties such as photocopying, laminating and sending out of information as directed by school staff.
- Monitor and maintaining school stationery supplies, completing order forms when necessary. •
- Support with the collation and reporting of information relating to Pupil Premium, EMAS, EYPP, UIFSM and Boot Fund claims.
- Support with the maintenance of pupil information and SIMS.

Finance – Main Duties

- To assist the Business Manager by ensuring the efficient provision of day to day financial support to the School, to ensure payment processes are carried out in a timely manner and that financial audit requirements are followed
- Operate the School's Financial system (FMS), which may include:
 - Raising orders
 - Inputting deliveries
 - Accounts Payable Invoices
 - BACS run
- Assist the Business Manager in ensuring schools procurement procedures are followed and value for money is achieved
- Liaise with the Site Team regarding the efficient receipt and delivery of goods into the school and movement to departments
- Process the accurate recording and monitoring of VAT for the school and timely production of any statutory returns
- Maintain the supplier's database ensuring all details are correct and up to date including email contacts and bank details
- Liaise with suppliers on queries, outstanding items, shortages and prices.
- Ensure all monies received by the school are receipted, banked and entered on the financial system on a weekly basis

Attendance- Main Duties

Complete attendance daily including any first day absence calls. This includes:

- Input attendance data and investigating any missing data, and maintaining accurate attendance records, including unexplained lesson absences.
- To ensure the electronic registration system is updated daily investigating any missing data with class teachers.
- To record pupil absences and late arrivals on SIMS, maintaining accurate attendance records.
- To make initial enquiries with parents/carers regarding unexplained absences/lateness - including making phone calls and accompanied home visits.
- To log all incidences of no attendance and no communication with parents on our safeguarding system, CPOMS.
- Promote good attendance within the school.
- To process and action pupil holiday requests.
- To issue routine correspondence to parents/carers regarding attendance/absence requests in accordance with the school procedure.
- To assist the Family Support Worker with the administration of referrals to the education welfare service/issuing of penalty notices.
- To undertake routine liaison with external agencies regarding attendance – e.g Attendance Services within the Local authority.
- To collate attendance data producing routine reports and prepare statistical returns regarding attendance and submit to reporting bodies where appropriate.

- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Liaise with class teachers over attendance concerns.
- Responsible for identifying attendance issues and patterns of absence/late arrivals.
- Contact with parents over all aspects of attendance including written correspondence when required.
- Attend meetings with external agencies and parents as required.
- Complete administration tasks as directed by the line manager.

Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Good level of education • GCSEs in English and Maths or equivalent • Willingness to undertake First Aid at Work training 	
Skills and experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Able to be a supportive member of a team • Experience on SIMS • Experience on FMS • Ability to communicate and enjoy working with children in a sensitive and caring manner within a multicultural setting • Able to prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure • Able to liaise and communicate effectively with staff, parents, children and others by telephone and in person • Deal with all matters in a courteous manner and resolve queries and filter callers where appropriate • Able to support the provision of secretarial service e.g. maintain diary, book appointments, take messages etc. • Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order • Able to maintain financial accounts relating to official and unofficial funds, both computerised systems and paper records for audit purposes. • Able to record and present information in a neat and legible way. • Able to operate office equipment such as photocopier, computer, laminator etc. 	<ul style="list-style-type: none"> • Experience in a Primary setting

	<ul style="list-style-type: none"> • Ability to recognise the importance of and maintain security and confidentiality, within the guidelines of the Child Protection Act and GDPR • Able to provide flexible support to meet operational needs • Demonstrate attention to detail and high level of accuracy 	
Knowledge	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • An understanding of administrative procedures • An ability to use all office equipment within the context of Health and Safety Regulations • Microsoft office packages such as Word, Excel, outlook • School Information Management Systems – FMS / School Comms / Sims • Place authorized orders, process deliveries and invoices and ensure accurate recording and timely payment 	
Personal traits	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Quick to adapt and take on new initiatives. • A personable and approachable individual • Eager to uphold the school's ethos • Committed to equal opportunities and empowering others • Able to maintain a good working relationship with others 	