



### Job Description

<b>Job Title:</b>		Administration and Finance Assistant			
<b>School:</b>		Benfield School			
<b>JE Code:</b>	A4424	<b>Evaluation:</b>	427 points	<b>Grade:</b>	N4
<b>Date:</b>	January 2023		<b>Status:</b>	Final	
<b>Responsible to:</b>	Office/Operations Manager				
<b>Responsible for:</b>	N/A				
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>● Act as an ambassador for the school, meeting and greeting parents/carers and other visitors on arrival.</li> <li>● To provide clerical and administrative support to the Head Teacher, Deputy Head Teacher, School Business Manager and other staff</li> <li>● Contribute to the overall ethos/work/aims of the school and meeting the needs of the children</li> </ul>				

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. 'Model' excellent professional relationships with children, parents/carers and other professionals within the school
2. Perform Receptionist duties throughout the school day: acting as first point of reference for receiving callers, pupils, parents/carers, visitors and telephone enquiries
3. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate members of staff
4. Adhere to school procedures and ensure that staff receive messages (telephone, email, face to face) promptly and accurately
5. Maintain noticeboards, sort and distribute mail
6. Maintain records, organise meetings and events in the school as directed. Maintain office systems, diaries and provide information/letters to parents/carers and pupils.

7. Maintain effective administration in the absence of the Office/Operations Manager
8. Administer parent's evening appointments when necessary
9. Maintain pupil database, amend and update records on the system, print appropriate reports
10. Collate pupils' data as required including admissions
11. Collect, record, compile and present data both manually and electronically, in order to maintain a comprehensive, up to date paper and electronic filing and information system, using standard reports, various software and respond to ad hoc queries where appropriate.
12. Ensure that office machinery, stationery and other office consumables (including basic maintenance of equipment) are ordered in accordance with purchasing procedures. To arrange servicing and repairs of school equipment.
13. Collecting, accounting for, reconciling and security of dinner money, trip income, sale of uniform and/or other amounts of cash/expenditure, cheques in accordance with the Academy Trusts Financial Regulations.
14. Co-ordinate the preparation of orders for goods or services, receipt of deliveries, processing and payment of invoices for payment, and the issuing and stocktaking for stationery supplies in accordance with the Academy Trusts Financial Regulations.
15. Provide general confidential secretarial services including word processing; correspondence; mail; diaries; appointments and meetings, maintain general and confidential filing systems; provide hospitality as required
16. Assist in the training of, demonstration of duties to, and giving support to staff and volunteers
17. To promote and implement the trust' Equality Policy in all aspects of employment and service delivery
18. The post holder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.

## **Trust responsibilities**

- 1 Work to fulfil the vision and values of the trust.
- 2 Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
- 3 Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
- 4 Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
- 5 Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
- 6 Participate in appraisal, training and development and other activities that contribute to performance management.
- 7 Attend and participate in regular team and 1:1 meetings.