

Job Description

- Directorate:** Children's Services
- Division:** Schools
- Post title:** Administrative and Finance Officer EE383
- Evaluation:** 455 Points **Grade: N5**
- Responsible to:** Head Teacher
- Responsible for:** N/A
- Job purpose:** To provide comprehensive administrative and financial support to the school.
- Main Duties:** The following is typical of the duties the postholder 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 To provide full administrative support to the Head Teacher/Senior Management Team and Governing Body.
 - 2 To contribute to the monitoring and maintenance of the school budget in a manner consistent with the school's requirement. This will include accounting for expenditure or for money in the form of cash, cheques, invoices etc in accordance with Financial Regulations.
 - 3 To collect , record as appropriate and reconcile monies from school meals and various school activities prior to banking.
 - 4 To assist the Head Teacher in monitoring specific funds eg Standards Funds.
 - 5 To attend and minute meetings as required.
 - 6 To respond to complex enquiries, verbally and in writing, arising from a variety of sources and decide on subsequent action including drafting responses on behalf of the Head Teacher, having undertaken appropriate research.
 - 7 To take a lead role in the development and maintenance of record/information systems, 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.
 - 8 To collate pupils reports as required.

- 9 To be responsible for the accurate completion and timely return of statistical data as required eg DCSF, OFSTED, LA.
- 10 To manage the school's admission and transfer procedures in accordance with DCSF and LA regulations liaising with Head Teacher, Schools Admission Officers and other schools.
- 11 To liaise with staff, pupils and parents as appropriate to meet the requirements of the school including the provision of reception service, arranging events, work experience and administering cover for absent teachers.
- 12 To promote and implement the School's/Council's Equality Policy in all aspects of employment and service delivery.
- 13 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.