

JOB DESCRIPTION & PERSON SPECIFICATION OFFICE Finance and HR

Post: Office Administrator
Grade: Grade 6 Point: 9-16
Hours: 22.5 hours per week

JOB SUMMARY

To co-ordinate all administrative functions in order to assist in the smooth running of the school office and to maintain accurate and up to date pupil records. As part of your duties, you are expected to work in conjunction with the Senior Federation Business Manager.

PRINCIPAL ACCOUNTABILITIES

1. To be responsible for assisting in managing the school office.
2. To provide administrative support to the leadership team and school teacher(s) as appropriate.
3. Providing efficient finance assistance to the Senior Federation Business Manager
4. Providing support for the Senior Federation Business Manager and LT with HR

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

1. Responsibility for assisting in managing the school office, including:
 - Ensure the school office is organised efficiently and running smoothly on a day to day basis.
 - Liaising with the Senior Federation Business Manager relating to work to be undertaken by the office staff.
 - Assisting with monitoring the induction of any new member of the office staff.
 - Deputising for the Senior Federation Business Manager in relation to the above duties, in her/his absence.
 - General word processing, ie outing letters
 - Provide administrative support in organising safety procedures, including fire drills.
2. To provide administrative support to the leadership team and school teacher(s) as appropriate:
 - Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate.
 - Operating the school's main switchboard, transferring calls, taking and delivering messages as appropriate.
 - Directing parents and visitors to appropriate member of staff
 - To work as part of a team to provide administrative support for the Leadership Team and other staff as directed by the School Business Manager
 - General typing of correspondence as and when requested by members of Leadership Team and staff
 - Assisting teachers in all aspects of her/his role, including contact parents and pupils where necessary, liaising with the teacher on outcomes
 - Filing both paper and electronic documents
 - Photocopying and laminating as and when requested by members of staff
 - Sale of uniform held in school
 - Hospitality for meetings as and when required
 - In liaison with other members of office team, maintaining a confidential filing system.
 - Archiving all finance and HR files
3. Providing efficient finance assistance to the School Business Manager

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JOB DESCRIPTION & PERSON SPECIFICATION OFFICE FINANCE & HR ASSISTANT

- To ensure that all financial transactions are undertaken and recorded correctly.
 - Placing orders, processing purchase orders, receiving and checking delivered goods and processing invoices - printing cheques
 - Receipt, recording, safekeeping and banking of all cash income (e.g. trip, uniform, adult meals)
 - Maintenance of accounts filing system, suitable for auditing purposes - input certain income into finance system
 - Assisting the School Business Manager with the production of financial reports for internal and LA use
 - Breakfast club administrator
 - Purchase and resale of school uniform
 - Providing assistance to members of staff with regard to purchasing - Advising on best-value suppliers, Suggesting alternative goods or suppliers
 - Ensuring sufficient departmental funds prior to processing orders
 - Ensure stock is readily available for staff - stock control
 - First aid and premises supplies
4. Providing support for the Senior Federation Business Manager and LT with HR
- To update any relevant policies on an annual basis.
 - To help maintain confidential staff records including staff attendance, absence (save absence emails), lates, leave requests and holiday. (Personnel files, Scholar Pack/Abor and Inventory)
 - Support with the recruitment process including drafting adverts, obtaining references for shortlisted candidates, organising interviews, managing communication with candidates,
 - Support with start up administration - clearance of new staff (medical and DBS), issue offer letters and contracts of employment, set up new staff personnel files and on the database.
 - Organise swipe cards for new staff or replacements.
 - Complete DBS checks for staff, Governors and volunteers.
 - Support the SBM to complete staff risk assessments where necessary.
 - Support the SBM to complete the school workforce return
 - To be the administrator for booking of all courses for staff - Booking of courses on the LA online booking system, Booking of all other courses, via telephone or online, Liaise with members of staff to confirm booking has been confirmed, Liaise with LA if confirmation has not been received
5. Child Protection
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

Other tasks may be assigned to this role as directed by the Headteacher – see roles and responsibilities sheet. This may also include support for the Senior Federation Business Manager on areas such as HR, Finance, H&S, GDPR and Contracts.

JOB CONTEXT

Reports to: Senior Federation Business Manager and the Headteacher
Contacts: Senior Federation Business Manager, other office staff, teachers, pupils, parents.
Financial Responsibilities: None
Key Organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate
- At all times operating within the school's Equal Opportunities framework

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JOB DESCRIPTION & PERSON SPECIFICATION OFFICE FINANCE & HR ASSISTANT

- Acknowledging Customer Care and Quality initiatives
- Commitment and contribution to improving standards for pupils within the school as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils.

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

The school is committed to promoting and safeguarding the welfare of children and have strong links with Social Services. We are fortunate to have a strong and proactive School and Family Support Team, which brings a multi-agency approach into the school.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ● Maths, English GCSE Grade 4 or above. 	<ul style="list-style-type: none"> ● Computing GCSE ● RSA, CLAIT or NVQ qualifications ● Certificate in School Administration ● First Aid
Experience	<ul style="list-style-type: none"> ● Experience of working in a busy office or reception setting. ● Experience of composing correspondence ● Experience of using databases ● Experience of taking minutes, typing and dissemination 	<ul style="list-style-type: none"> ● Experience of working in a school office ● Experience of pupil databases ● Experience in school finance ● Experience in school HR
Knowledge	<ul style="list-style-type: none"> ● A sound knowledge of Microsoft office packages, eg. Word, Excel, Access, Publisher 	<ul style="list-style-type: none"> ● Knowledge of school policies and procedures that relate to office duties ● Knowledge of school finance packages ● Knowledge of HR procedures
Skills, Abilities & Attributes	<ul style="list-style-type: none"> ● Warm, calm, approachable person ● Ability to diffuse and deflect situations of conflict ● Ability to develop good relationships with individuals as part of a team ● Ability to set and work to agreed targets and work schedules. ● Ability to communicate effectively with persons at all levels. ● Ability to work pro-actively to achieve efficiency and effectiveness within a team. ● Ability to organise one's own tasks with minimum supervision ● Ability to focus and have attention to detail ● Ability to work accurately under pressure 	<ul style="list-style-type: none"> ● Ability to take responsibility for own learning