

Harehills Primary School

Harehills Primary School actively promotes equality of opportunity for all staff, governors, pupils and parents, creating a harmonious learning community where all can succeed.



Learn, Laugh, Love

JOB TITLE: Financial /General Administrator – Administration & Organisation Level 2

SALARY: B1

LINE MANAGER: Office Manager

HOURS: 7:45am – 1:15pm – 26.5hrs Part Time

PURPOSE OF POST:

- To work under the instruction/guidance of senior staff and provide general administrative/financial support to the school.
- Accountable for dinner money, milk money, processing of orders, invoices, petty cash/school funds within the school budget.
- Routine financial administration, regular interface with the public, specific curriculum/department support, record keeping/production/data, processing orders and receiving stock.
- Requirement to occasionally work outside of school hours and off school premises as required by the school.
- Term time working.

The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below in the assumption that all usual associated routines are included in the post description.

TASKS:

- To undertake reception duties, answering general telephone and face to face enquiries, signing in visitors and dealing with absence line communications.
- To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff.
- To receive and process orders relating to the school budget.
- To process invoices for payment.
- To process and prepare for banking all dinner/milk monies.
- To maintain up to date records of dinner and milk money transactions.
- To regularly keep parents informed of any arrears they have incurred and liaise with them regarding prompt payment.
- Report any non-payment/concerns to Leeds City Council.
- To maintain up to date records of free school meals and liaise with the benefits team.
- To provide general clerical/admin support where necessary – photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- To maintain manual and computerised records/management information systems.
- To undertake auditing of accounts through IT based tasks – school funds.
- To undertake administrative procedures.
- To provide general advice and guidance to staff, pupils and others.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.

SKILLS REQUIRED:

- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To ensure all cash handled within school is receipted, recorded and banked in conjunction with other office staff.
- Capability to use standard financial procedures including collecting and recording of money, banking, processing orders and invoices within financial procedures.
- Sound ICT skills to be able to use word processing packages, spreadsheets, databases.
- Qualifications or experience in administrative/financial.
- Experience of working in an Educational Setting.
- Knowledge of SIMS and FMS packages.
- Experience of budget monitoring and reconciliation.
- Experience of undertaking a variety of administrative and technical duties, including data input and retrieval.
- Willingness to pursue further professional development through training.

PROFESSIONAL DEVELOPMENT

The school encourages development both “in-house” and externally to meet the needs of the individual and the school. It is expected that the Finance/General Administrator will proactively seek out training and keep up to date with new procedures that need to take effect. Employees are encouraged to undertake a programme of self-study and continuing professional development to maintain and develop the level of expertise, including the acquisition of further vocational qualifications. Performance targets set in conjunction with the line manager should be met or exceeded.

ASSOCIATED DUTIES:

- To undertake other tasks and responsibilities of this post.
- The post holder may be asked to undertake any reasonable duty deemed necessary by the line manager.
- Be flexible with working hours to suit the needs of the school for example at “out of normal hours” meetings and support.
- Be flexible with place of work when required.

Harehills Primary School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share the commitment. Appointments will be subject to an enhanced CRB disclosure.

Harehills Primary School

Harehills Primary School actively promotes equality of opportunity for all staff, governors, pupils and parents, creating a harmonious learning community where all can succeed.



Learn, Laugh, Love

Financial/General Administrator – Person Specification

E = Essential

D = Desirable

Measured by:

A. Application

C. Interview

B. Test/Exercise

D. References

EDUCATION AND QUALIFICATIONS

E	Experience in relevant discipline	A
D	NVQ3 or equivalent qualification	A

KNOWLEDGE AND SKILLS

E	Very good numeracy/literacy skills	A
E	Effective use of ICT packages	A
E	Good keyboard skills	A
E	Ability to relate well to children and adults	A
D	Knowledge of SIMS and FMS	A
D	Use of relevant equipment/resources	A
D	Ability to identify own training and development needs and co-operate with means to address these.	A
E	Knowledge of relevant policies/codes of practice and awareness of relevant legislation.	A
E	General clerical /administrative/financial work	A
E	Capability to use standard financial procedures including collecting and recording of monies.	A
D	Appropriate knowledge of first aid	A
D	Work constructively as part of a team understanding school roles and responsibilities and your own position with these.	A

ADDITIONAL

E	Ability to meet deadlines	A
E	Flexible attitude towards work	A C
E	Able to attend meetings outside of normal school hours	A C
E	Able to work effectively with teaching staff to support their role	A C
D	Commitment to continuing professional development	A D
E	Willing to carry out all duties having regard to an employee's responsibility under the schools Health and Safety policies.	A C