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## **The Cedars Primary School**

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### **Job Description**

#### **Admin/Finance Assistant**

**Part-time 8:30 am to 3 pm  
(30 hrs/week)**

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**Grade: Scale 4**

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Responsible to: School Business Manager

#### **Main purpose of the job**

- To effectively contribute to the smooth running of the school office
- To contribute to the safeguarding and protection of all pupils
- To provide effective support to the School Business Manager and School Admin Officer with clerical and admin work, as well as some finance duties when required

#### **Main responsibilities and tasks**

##### **Reception**

1. To work as part of the School Office team to undertake reception duties, greeting visitors, sign in latecomers, answer routine telephone calls, personal enquiries and dealing with other minor matters as they arise. To receive and dispatch school mail and contact parents and other external agencies as necessary.
2. To safeguard children by ensuring that only those with legitimate and essential business to enter the inner site may do so, by ensuring identity checks are completed.
3. To provide a welcoming environment in the school office, by answering enquiries either by phone, email or in person in a friendly but professional manner
4. To accurately maintain both manual and computerised pupil records and accounts, ensuring information security and confidentiality at all times.
5. To undertake general reception duties and act as a first point of contact for parents, pupils, agency staff, visitors and deliveries arriving at school through the school office.

Updated September 25

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6. To undertake general office duties including maintaining general school email inboxes, the school website and school calendar, distribution of post etc.
7. 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.
8. To contribute to the review of school policies as appropriate
9. Responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

### **General Administration**

1. Assist in the maintenance of electronic and paper records and the filing system as requested and retrieve information as required. Contribute to the maintenance of an orderly office.
2. Provide routine admin/clerical support which may include processing standard letters, word processing, photocopying, collation of documents for distribution to staff, governors or parents, filing, emailing and completing routine forms.
3. To upload new documents and information to the school website as required
4. To update and ensure distribution of school policies and documents such as school brochure and staff handbooks etc

### **Finance**

1. To process orders ensuring that there are sufficient funds, check that the goods ordered have been delivered and ensure the prompt payment of invoices.
2. To provide assistance to staff with regard to finance issues e.g. placing and following up orders, advising on best value, giving details of alternative suppliers.
3. To ensure all financial protocols are in place and shared with all staff.
4. To carry out the financial process relating to the purchase of supplies.
5. General stock and uniform ordering.
6. Ensuring that insurance is taken out for off-site visits and keeping up to date records of this.
7. Admin for school trips including arranging free school tube travel and sending out trip letters
8. Maintaining and updating the school's Inventory
9. To assist the school's Admin Officer with ordering school lunches and associated paperwork
10. To assist the school's Admin Officer with the administration of Parentpay

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| <b>School Standards</b> |
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### **Equal Opportunities**

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. The Cedars Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

## **Health and Safety**

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work and to ensure that they are mindful of their own wellbeing and mental health needs. The school is committed to the wellbeing of all its staff.

## **Confidentiality, Data Protection**

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

## **Safeguarding / Child Protection**

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Professional Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

Signed: \_\_\_\_\_ Postholder

Signed : \_\_\_\_\_ School Business Manager

Date: \_\_\_\_\_