ORCHARD PRIMARY SCHOOL - JOB DESCRIPTION

Job Title School Reception/Admin/Finance Assistant (Full time: 36 hours)

Grade SC4 bar SC5 (additional duties are identified in point 6 of the Job Description for which the Scale 5 grading is appropriate).

Line Manager : Headteacher / School Business Manager

Main purpose of the job

To assist in the school office by providing Reception and Administrative support.
To assist the School Business Manager in the Finance function.
Plus over the bar into Scale 5, manage the After-School Clubs provision.

Supervisory responsibility

None

Main responsibilities and tasks

RECEPTION – Front of House; Act as the first point of contact for parents, visitors, pupils, and staff.

1. **Communication:**

    a. To work as part of the School Office team to undertake reception duties, greeting visitors, sign-in latecomers (e.g. the arrival and departure of pupils, managing late arrivals, early collections, and lunch box drop-offs), 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.
    b. Monitor and respond to the Office and Parents' email boxes. Handling office/parent queries promptly and professionally, as necessary.
    c. Assist with school communications, including messages ("pings") and website updates. Update school website on items relevant to the post-holder's work and as required by the Head Teacher; distribute information to parents and staff on the school's electronic communications app.
    d. Provide advice and assistance to visitors when registering their vehicles with the Local Authority and liaise with School Streets as required.

2. **Visitors:**

    a. Ensure visitors are checked in and out using the School's dedicated electronic entry recording system; troubleshoot any system queries with the appropriate officers, as required.
    b. Deliveries: Receive and check deliveries, confirming contents and notifying relevant staff; receive goods and check against delivery notes and copy orders. Contact suppliers regarding deficiencies, damage or discrepancies.
    c. Welcome and direct supply teachers, ensuring they receive necessary information in line with the Deputy Head Teacher's instructions, and ensure their timesheets and agency invoices are processed promptly.

GENERAL ADMINISTRATION

3. **Filing and Office management:**

    a. Assist in the maintenance of records, electronic filing and other filing system as requested and retrieve information as required. Contribute to the maintenance of an orderly office.

b. Provide routine admin/clerical support which may include processing standard letters, word processing, photocopying, collation of documents for distribution to staff, governors or parents, sending notes home about injuries, filing, faxing, emailing and completing routine forms.
c. Teams: to attend Team Meetings and relevant meetings and participate in training opportunities and other learning activities and performance development as required, contributing to the overall ethos/work aims of the school.
d. Support locker allocation and maintenance processes.
e. Manage pigeonholes and internal mail sorting
f. Assist in coordinating swimming lessons and associated logistics
g. Support stock ordering for office and classroom supplies

4. Teacher Support

To assist with supervision of pupils out of lesson time as necessary for their safety/in emergencies.

FINANCE

- **Ensure familiarity and abide by the latest Gov.uk's advice and guidance as specified in the "Scheme for Financing Schools", "LBH Scheme for Financing Schools" and "TOPS Financial Procedures Manual" and updates, whilst carrying out financial procedures to audit standard**.

5. Ensuring financial probity

a. Monitor, handle and respond to the school's Invoice email and answer finance queries on the telephone as required, copying in replies to the SBM/Finance Consultant as appropriate.
b. Process purchase orders on the school finance system (FMS/Arbor Finance) in accordance with the above and manage supplier data in accordance with GDPR UK.
c. Check and process invoices on the school finance system (FMS/Arbor Finance) in accordance with Suppliers' Terms and ensure correct amounts of VAT are charged where applicable and correct authorisations have been given/recorded, according to above.
d. Support the administration of direct debits and regular payments.
e. Liaise with suppliers/contractors to ensure that their VAT status is correctly recorded and entries comply with LBH's needs and the national requirements of MTD (Making Tax Digital).
f. Record the UTR (Unique Tax Reference) of suppliers/contractors who do not pay VAT.
g. Ensure invoices that are above the ceiling limit of £5000 are flagged for Governing Body approval.
h. Keep records of debts exceeding £1500 deemed irrecoverable and ensure any are referred to the LA, and less than £1500 deemed irrecoverable are referred to the Head Teacher/ Governing Body, keeping electronic records as part of the financial year's record.
i. Maintain an up-to-date filing system for orders, invoices, delivery notes. Archiving older items.
j. Arranging/supporting in the destruction of financial records that are 7+ years old in accordance with policy.
k. Assist with reconciling bank statements, journaling parent pay charges, and tracking school income.
l. Monitor stock of office stationery as required, preparing orders for any items required in liaison with the School Business Manager.
m. Reconciling the twice monthly Bank Statements and monthly Procurement Card statements, promptly and in accordance with MTD. Coordinate procurement card transactions and related record-keeping with the Headteacher and School Business Manager
n. Consult with SBM and/or Financial Consultant to ensure accounting compliance.
o. Carry out additional routine tasks as requested by the Headteacher and/or School Business Manager
p. Undertake CPD opportunities.

If, in addition to the duties outlined above, the post holder is also required to undertake more advanced level administrative support as outlined in point 6 below, Scale 5 would be the appropriate grade

6. **After-School Clubs& Activities Administration:**

a. Manage the booking process for clubs and extracurricular activities, including: sourcing appropriate clubs; liaising with external providers and activity suppliers, timetabling; organising/negotiating prices, charges and payments.
b. Communicating club information and updates to parents, club leaders and relevant staff for action.
c. Ensure that information is held on the electronic school registers for each child attending, maintaining accurate and up-to-date club registers and attendance records for pupils including any medical notices/alerts from medical.
d. Check that club providers possess the necessary documentation in line with Safeguarding, Health & Safety, Insurance and Financial requirements and record and disseminate information as required.

7. **Other**

a. To undertake any other broadly analogous duties as the Headteacher/School Business Manager may reasonably require

Standards

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.

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.

Confidentiality
The school is committed to maintaining privacy of all its staff and customers. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Signatures – line manager and job holder

Signed……
Dated:……
Line manager

Signed……
Dated:……
Post holder

The duties of this post will change and develop over time. It is the jobholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

Duty of Care
Within the school each member of staff has a duty of care to themselves and others.

As part of the school staff team the post holder would be required to actively support the aims and objectives, guidelines and policies of the school, maintain and develop the ethos of the school and share in the corporate responsibility for the well-being and discipline of all pupils in the school.

November 2025