



Finance Administrator and Receptionist

Job Description

Grade: GR3

1. Job Purpose

- 1.1 To act as Receptionist in the school Office, by providing support for a range of office functions
- 1.2 The provision of full Financial support to ensure the effective Financial administration of the school

2. Key Responsibilities

Receptionist

- 2.1 To manage the efficient and effective running of the school office, devising new systems as required and improving business efficiency and quality standards
- 2.2 Supervision of staff as required
- 2.3 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing
- 2.4 Management, collection and reconciliation of school monies and providing statistical information as required; administering free school meals and milk in schools scheme
- 2.5 Managing the petty cash account
- 2.6 Responsibility for the management of the School Fund account
- 2.7 Responsibility for administering schools admissions procedures and accurately maintaining the pupil related information system
- 2.8 Responsibility for completing staff returns, and reconciling queries
- 2.9 Ensuring the provision of quality clerical support including typing/word processing, reprographics and filing

- 2.10 Responsibility for ensuring that an effective reception and switchboard service is provided
- 2.11 Liaising with staff for organising school visits, camps and extra-curricular activities
- 2.12 To adhere to the ethos of the school
- 2.13 To promote the agreed vision and aims of the school

Finance Administrator

- 2.14 Responsible, under the direction of the Business Manager, for financial matters. Due regard to the appropriate financial directions and regulations of the Authority
- 2.15 Calculation, provision and application of costing and associated information
- 2.16 Managing the processing of orders, invoices and payments
- 2.17 Generally organise, plan and control workloads and procedures. The interpretation and the provisions of regulations and directives, and the provision of advice on matters within the scope of the job
- 2.18 Maintain manual and computerised records/management information systems- FMS/SIMs.
- 2.19 Undertake typing and word processing and IT based tasks
- 2.20 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- 2.21 To ensure all tasks are carried out due regard to Health and Safety
- 2.22 To adhere to the ethos of the school
 - 2.22.1 To promote the agreed vision and aims of the school
 - 2.22.2 To set an example of personal integrity and professionalism
 - 2.22.3 Attendance at appropriate staff meetings and parents evening
- 2.23 Any other duties as commensurate within grade in order to ensure the smooth running of the school

3. Supervision Received

Supervising Officer's Job Title: Headteacher

3.1 Level of supervision:

4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
