

MEATH GREEN INFANT SCHOOL JOB DESCRIPTION



Post: Finance and Admin Assistant

This is a part-time position of 12 hours per week for 38 weeks per annum (INSET days not included). The school is a 4-7 Infant School with 270 pupils on roll. The normal pattern of hours which you will be required to work is as detailed below. You will be expected to be flexible and adjust your working day as required by the Headteacher.

Hours of work:

Wednesday	9am - 1pm
Thursday	9am - 1pm
Friday	9am - 1pm

Grade: Surrey Pay Grade SP5.

Accountable to: Headteacher and School Business Manager

Job Purpose

The role of the Finance and Admin Assistant is to provide administrative assistance to the Headteacher and School Business Manager.

They will be required to participate in the staff appraisal process as well as attend relevant training in order to maintain and develop the required skills.

General Duties

Telephone and Reception

- Operate the school telephone system and deal with routine queries personally as appropriate. Take messages for staff and/or deal with the enquiry.
- Operate the entry phone system and intercom.
- Receive visitors and deal with routine queries.

Finance

- Prepare Invoice and Delivery Notes ready for payment.
- Process payment of Invoices by BACS.
- Ensure supplier details kept up-to-date ready for BACS payments.
- Maintain financial records in respect of BACS payments.
- Maintain financial records in respect of the Purchase Card.
- Assist with the filing of Financial Records.
- Produce invoices for lettings.

Personnel

- Assist School Business Manager with keeping of confidential personnel records for all staff within the terms of the Data Protection Act.
- Process checks for all new staff.
- Ensure SIMS Personnel module is kept up-to-date.
- Enter Staff Special Leave requests on SIMS.
- Generate, print and distribute Data Checking Sheets (in envelopes) for staff.
- Input amendments into SIMS when Data Checking Sheets returned.
- Assist SBM with producing Staff Workforce Census.
- Keep Single Central Record up to date.
- Book training courses for staff.

Administration

- Prepare Staff Cover Sheets weekly for the Headteacher.
- Participate in regular Office meetings.
- Download filtering reports for the Headteacher.

Premises Administration

- Ensure the Premises Assistant completes programme of maintenance, repair and improvements.
- Ensure all statutory inspections take place and maintain accurate records.
- Liaise with the Premises Assistant as appropriate regarding job priorities.

General Duties

- General duties delegated by Headteacher and School Business Manager.
- Ensure the office is kept tidy and presentable to visitors.
- Security – lock and unlock school gates as required.

Pupil Welfare

- Attend First Aid Training including epi-pen, anaphylaxis, epilepsy, diabetic, asthma training as required.
- Provide first aid when required in conjunction with other trained staff.
- Administer medicines on written request from parents.
- Contact parents when a child is unwell.