



Priory Junior School

Job Description : Finance / Admin Assistant

Priory Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

GENERAL DUTIES

- To support the school by providing an effective and efficient handling of day-to-day monies, including cashless systems.
- To ensure the provision of effective clerical support systems in order to meet the needs of the school
- To act as an interface between parents, outside agencies and the school

SPECIFIC DUTIES:

- Ensure a welcoming reception for all visitors and telephone enquiries to the school
- Provide assistance for staff and pupils with any enquiries, giving advice where appropriate
- Record and account for all dinner money and numbers on a daily basis using the computer software available
- Liaise with parents regarding payments for school dinners, trips and all other payments.
- Liaise with ABM staff regarding school meals / menus and dinner choices/ systems.
- Manage monies for trips, music and fund-raising, keeping records of money received. Issue receipts for all cheques and money paid to the School Office.
- Bank monies when required and input payments on computer system. Ensure that no large amounts of cash are held on the school site.
- Keep an overview of stationery stock levels and place orders, as necessary
- Check deliveries on arrival, inform teachers and Finance Administrator
- Manage The BASE books and registers using the Pupil Asset.
- Ensure food shopping for The BASE is ordered weekly and submit records to the Finance Administrator.
- Chase payments for The BASE as needed, including charges for late collection and cancellations, as per the Fee Policy.
- Assist with clerical duties of the school office in conjunction with the school administrator and finance administrator.
- Deal with post on a daily basis.
- Take uniform orders and liaise with Finance Administrator when stock is low
- Make the prospectus up annually
- Keep resource areas around the school tidy
- Carry out any bulk photocopying for teachers, as requested.
- Maintain confidentiality at all times, and report any safeguarding concerns immediately.
- Report any health and safety concerns.

This job description serves to define current duties and responsibilities and may be amended in consultation with the Headteacher.