

Job Description

School Administrator - Finance and HR Admin Support



Job Category: Educational Support Staff

Reports to: SLT

Line manages: N/A

Purpose of the Role

To complete all financial administration in connection with the school budget.

To carry out HR administration work for the school.

Key Duties and Responsibilities

Finance Administrator

- Ensure all orders and invoices have been authorised correctly and adhere to financial regulations in respect of order limits and additional paperwork has been gained (including quotes and tendering regulations).
- Raise purchase orders.
- Process school meals, money and FSM.
- Follow up on arrears for wrap around care.
- Chase payment for club and trips.
- Assist with payroll approval.
- Ensure relevant audit requirements are met and assist in internal audit where necessary.
- Process trips - income and expenditure.
- Deal with telephone queries or other requests from suppliers.
- Filing as appropriate to the role.
- Perform any other duties commensurate with the job grade as reasonably required from time to time.

HR Admin Support

- **Staff absences**
 - a) Record all absences such as leave of absence requests, sickness and compassionate, on a daily basis onto Bromcom and Edupay
 - b) Ensure a Return to Work form has been completed and filed with the record when the employee returns to work.
 - c) Monitor for absence management as an employee returns to work by checking for triggers within the Managing Absence policy.
 - d) Implement Managing Absence process if person has triggered, including face to face meetings and necessary outcome paperwork.
 - e) Carry out wellbeing meetings for long term absence where needed.
- **Single Central Record**
 - a) Maintain Single Central Record.
 - b) Liaise with Safeguarding Leader and meet regularly to discuss SCR.
 - c) Forward instructions to volunteers, work experience, etc for applying for a CIT DBS.
 - d) Process DBS applications received for volunteers, work experience, etc.
 - e) Inform relevant person when each DBS certificate has been processed.
- **Staff Details onto School Database/Schools Workforce Census**
 - a) Ensure staff details on school data base are correct and up to date, including new starters, leavers, variations to contracts, change to personal details, etc.
 - b) Prepare and submit Schools Workforce Census data each October.

- **General HR Support**

- a) Arrange HR meetings for absence management, disciplinaries, etc.
- b) Letter writing / creation of forms including Microsoft forms.
- c) Keep records of temporary contract dates, probationary periods, absence management, etc and notify Headteacher of review dates, ie end of probationary period.
- d) Carry out inductions for new members of staff.
- e) Monitor introductory training and ensure completion for new members of staff.
- f) Refer staff to occupational health as and when required.
- g) Liaise with outside agencies.
- h) Raise staff pay queries with Payroll & Pensions Officer.
- i) Create non-medical Risk Assessments.
- j) Attend HR training sessions as and when required.
- k) Keep staff personnel files up to date, general filing and archiving.
- l) Other general administrative tasks as required.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed:

Date:

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.