THE DOWNLEY SCHOOL

"Learning, Growing and Succeeding Together"

Faulkner Way, Downley, High Wycombe, Buckinghamshire HP13 5AL
Tel: 01494 527033 Fax: 01494 474485 Email: office@dnl.odbst.org.uk
Website: www.downley.bucks.sch.uk
Headteacher: Mrs Leanne Dandridge

Job Description: School Administrator

Reports to: Headteacher, School Business Manager

Salary: Bucks Pay Range 2.11 – 2.15

Hours: Monday – Friday – Term time only (38 Weeks Per Year)

(15 hours per week) 1 PM – 4 PM

Key Purpose of the Role:

To work as part of the school administrative team, carrying out a range of financial tasks including maintaining the school's financial system. Working alongside school-based finance staff to ensure all financial transactions are processed appropriately.

To provide effective and efficient clerical and welfare support to the school with specific responsibility for Finance Support.

The duties of this post are listed below, they are not exhaustive and may vary from time to time as required by the headteacher, without changing their general character or the level of responsibility entailed.

Administrative:

- Undertake reception duties including response to telephone and personal enquiries, providing a warm welcome to all visitors and colleagues, adopting a friendly, professional manner.
- To ensure school security and safeguarding arrangements are always complied with, including the issue of visitor badges, the signing in of visitors and checking identification.
- To issue visitors with school safeguarding guidance.
- To accept and sign for deliveries, respecting the confidential nature of external testing materials.
- To distribute internal and external post, e-mails and other correspondence as appropriate.
- Undertake word-processing, Excel and other IT based tasks.
- Use appropriate IT to monitor and process reports in relation to school finance.
- To send statutory and other data to the School Business Manager, Headteacher or Central Team by given deadlines.
- Carry out administrative tasks for the School Leadership team.
- Manage day-to-day administrative operations for the school, including calendars, rotas, communications, and filing systems

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- Assist with onboarding new staff such as providing induction materials, collecting required documentation, in liaison with School Business Manager·
- Support administrative processes for contracts, purchase orders, payroll updates, and staff training compliance under the direction of School Business Manager.
- Support the planning and administration of school events, tests, trips, and parents' evenings ·
- Uphold safeguarding, GDPR, Health & Safety, and equalities requirements in all administrative work
- Participate in professional development and undertake additional duties appropriate to the role, escalating complex matters to senior staff as required·

Pupil Welfare:

- Administer First Aid and medicine to pupils as required, in line with the schools policy and order first aid supplier as necessary.
- Liaise with parents/carers regarding pupil sickness or injury (if required).
- Act as a trained Fire Marshall, supporting the school's emergency procedures

Finance:

Purchase Ledger

- Raise purchase orders and the associated goods received notes (GRNs)
- Process purchase invoices and match to purchase orders/GRNs
- Reconcile supplier statements and resolve any outstanding queries
- Undertake financial due diligence checks on potential new suppliers using information available in the public domain
- Set up account details for new suppliers, checking that the supplier information is complete and accurate and that the appropriate documentation and authorisation is in place
- Management of financial aspects of enrichment activities

Sales Ledger & Credit Control

- Raise and issue sales invoices as required
- Match receipts to sales invoices
- Monitor outstanding balances and chase overdue payments
- Raise any issues in a timely manner

Financial Transactions

- Assist School Business Manager in year-end processes
- Ensure compliance with, School, Trust and DFE financial procedures

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General:

- To participate in the performance review process, taking some personal responsibility for the identification of training in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role for the health and safety of the workplace.
- To maintain total confidentiality in all matters relating to school.
- Act in accordance with the school's polices and procedures for safeguarding and child protection, reporting any child protection concerns immediately to the Designated Safeguarding Lead (DSL)
- To contribute to the overall ethos/work aims of the school.
- Comply with all relevant legislation and school policies.
- You required to undertake additional tasks or responsibilities as reasonably directed, in line with organisational needs.

EQUAL OPPORTUITY: The post holder will be expected to carry out all duties in the context of and in compliance with the OSBDT'S Equality & Diversity Policy.

This job description will be reviewed at regular intervals and is subject to change as the needs to the school evolve.

This job description was last discussed and agreed on:

Signed :	PM Line Manager
Signed:	Staff Member