

Job Description

School Administration Assistant, Reception & Finance (JDPS subject to review under BCC Equal Pay Programme)

Job Details	
Grade	(Grade A, subject to evaluation under BCC Equal Pay programme)
Job Evaluation Number	TBC
Directorate	Children & Families
Division	Schools

1.0 Portfolio Responsibilities

This job provides reception support whilst maintaining a secure and welcoming environment for the school community. It supports school financial administration, including processing orders, maintaining payment records. It manages financial correspondence, updates records and produces basic reports while assisting staff, parents and pupils with information. It handles confidential administrative work and provides cover for general administrative services.

2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

Reception Duties

- Providing reception support to the school community and visitors.
- Receiving, signing in and dealing with or directing pupils, parents and carers and other school visitors as appropriate in line with school safeguarding procedures.
- Receiving, directing, responding to and relaying promptly any telephone or other messages to relevant staff members.
- Supporting administration of the school's email inbox, meeting expected response times and forwarding emails appropriately as necessary.
- Dealing with deliveries, meetings and arrangements with parents/carers and visitors to the school.
- Assisting parents/carers, staff and pupils with the information and support they need throughout the school day, which may include support with attendance, admissions, free school meals, parental payments.
- Organising and distributing incoming and outgoing post to appropriate recipients.

- Supporting communication with parents and carers, which may include administration support for web and app-based messaging.
- Maintaining a secure and welcoming environment in reception for members of the school community and visitors.

Administration - Finance

- Supporting the administration of financial procedures including raising orders, recording goods received, liaising with vendors and contractors.
- Supporting the production of finance reports and data submissions as needed for school financial management and reporting requirements.
- Administering parent and carer payment systems for school meals and maintaining accurate payment records.
- Maintaining records such as free school meal entitlement and ensuring data accuracy for pupil meal provision.
- Updating manual and computerised records and information systems to maintain accurate financial data.

Administration - General

- Providing cover as needed for general administrative services across the school.
- Providing general non-teaching assistance including reprographics and displays for school use and communication purposes.
- Providing administrative support for one or more of attendance, admissions, finance, school meals, school clubs, medication and medical records, uniform and equipment supplies, trips, visits and events, and/or specific areas of school business as identified by the Headteacher.

Special Conditions

Is Safeguarding Check needed?

DBS Enhanced Children

Person Specification
Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications

AF/Q

Hold GCSEs or equivalent in English and Maths at

		grade C/4 or above.
Experience	AF/I	Have experience of managing a range of administration tasks to a good standard.
Skills	I	Be able to speak an appropriate standard of spoken English -Part 7 of the Immigration Act (2016).
Skills	AF/I	Have very good written and verbal communication abilities for diverse stakeholder interactions
Skills	AF/I	Be proficient in using Microsoft Office applications, email systems and management information systems.
Skills	AF/I	Have good attention to detail and accuracy in data entry and record keeping.
Skills	AF/I	Be skilled in managing telephone systems and handling multiple enquiries simultaneously.
Other	AF/I	Have a flexible and adaptable approach to supporting varied school operational needs, with the ability to remain calm under pressure.
Competency	AF/I	Be able to both work independently and work well as part of a team.
Competency	AF/I	Be well-organised, with the ability able to prioritise workload and manage competing deadlines.
Competency	I	Be capable of dealing sensitively with anxious , distressed or impatient pupils, parents/carers, visitors and callers.
Knowledge	AF/I	Demonstrate understanding of key policies and procedures relevant to the role, including data protection, finance, safeguarding, call handling and visitor management procedures.
Training	AF/I	Demonstrate a commitment to undertaking ongoing training and professional learning.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with this, everyone has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in the area.

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

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