

Job Description

Job Title:	Senior Administration and Finance Assistant
Grade:	Level 5

JOB PURPOSE

To provide administrative and organisational services to the school under the management and guidance of senior staff.

KEY DUTIES / RESPONSIBILITIES

1. Provide administrative, and organisational services to the school
2. Liaise with pupils, parents/carers
3. Liaise with other staff and external agencies
4. Analyse and evaluate data and information and run reports
5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
6. Organise meetings and take notes
7. Process forms, returns, etc., including those to outside agencies
8. Undertake general financial administration such as processing orders, collecting monies and undertake basic reconciliation, such as for petty cash
9. Contribute to the planning and development of administrative procedures and systems
10. Allocate work to administrative staff at lower levels on a regular basis
11. Demonstration of tasks to more junior colleagues on a regular basis
12. Respond to reception and visitor enquiries
13. Organise arrangements for school visits and events
14. Monitor pupil attendance and run reports
15. Undertake personnel administration, such as DBS checks
16. Monitor and manage a limited range of stock within an agreed budget
17. Regularly handles cash, cash equivalents e.g. dinner monies, school visits
18. Assist with producing marketing and promotion material for the school
19. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
20. Any other duties appropriate to the post.

Person Specification

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PERSON SPECIFICATION

Minimum Essential Requirements - Evidenced by: **a:** application form **b:** test **c:** interview

	a	b	c
Experience of development, management and operation of administrative systems.	✓		
Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 3.	✓		✓