



St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Administration Assistant and Finance Clerk

Saint John Houghton Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reporting to:	Office Manager
Grade/Salary:	Band 3 – SCP 6 – 9
Actual salary:	£18,174.74 - £19,059.39
Contract Type:	Permanent
Hours:	30 hours per week 39 weeks per year
Location:	Saint John Houghton Catholic Voluntary Academy

Main purpose

- To manage the academy's finance office.
- To do a wide variety of admin tasks as required by the Office Manager.

Duties and responsibilities

Finance Clerk

- Responsible for the collection, reconciliation and banking of income into the academy's bank accounts.
- Receipting payments received from students, parents/guardians for trips, dinner money, sale items etc, issuing refunds and updating the online payment system.
- Manage the Schoolcomms system and chase payment as required.
- Set up accounts on Schoolcomms for trips, dinner money, sale items etc.
- Assisting staff with trip bookings and keeping staff up to date on the payment received for trips and sale items.
- Administering the Bank Card and reconciliation the statement with receipts.
- Deal directly with outside organisations and parents over the telephone on a wide range of financial issues and pass them on to the relevant parties.



- Assist in the administration of a wide range of other financial procedures as and when required eg negotiating supplier costs, ordering stationary, ordering students planners and staff diaries, renewing subscriptions.
- Manage charity donations. • Use PSF for processing orders and goods receipting.
- Safe key holder
- Liaise with our Trust finance management team

Admin Assistant

A wide variety of admin tasks, this includes:

- Sending emails and text by Schoolcomms.
- Type routine correspondence and complete standard forms using Microsoft Office packages. • Open and distribute post to staff according to areas of responsibility
- Stamp and address outgoing post, for example praise cards
- Assist with inputting student data into Arbor
- Design and laminate posters as requested
- Update Arbor records.
- Photocopy documents as required.
- Attend and participate in meetings and training events as required including review of performance termly.
- Any other admin tasks as required by the Office Manager.
- Follow safeguarding procedures and updating CPOMS.
- Undertake break/lunch duties

Reception Cover (when required – to cover lunch break or any Receptionist absence)

Reception duties

- First point of contact for enquiries by telephone, email or in person
- First point of welcome, record and sign visitors and students in and out of the premises and issue visitor passes
- Take messages by telephone and from the answer machine, passing on messages accurately and immediately by email to members of staff
- Receive admission enquiries from parents, take details and pass on to Office Manager • Administer first aid when required and keep a record of students in sick bay. (Full training will be provided) and complete risk assessments.
- Contact parents/guardians asking for the collection of sick students on behalf of other staff • Arrange for urgent messages to be passed to students during lesson time using established procedures (may include using student runners)



- Arrange student appointments with outside agencies (e.g. school nurse) · Maintain a clean and tidy reception area welcoming to visitors at all times
- Ensure Registration Notes/Absence Notes/Signing-In Sheets/Visitor Badges are always available
- Manage lost property, returning named items to students as necessary. Hold lost property displays once every term and arrange disposal of unclaimed lost property
- Edit attendance on Arbor to ensure accurate records are maintained

Person Specification:

Behaviours

- Ability to deal with sensitive information in a confidential manner
- Ability to relate well to students and adults, maintaining a professional working relationship at all times
- Ability to work constructively as part of a team, understanding roles and responsibilities and own position within these
- Flexible and positive approach
- Excellent team working skills

Skills

- Excellent ICT skills, in particular in the use of Sims/Schoolcomms and Microsoft Office applications
- Good numeracy and literacy skills · Professional welcoming and telephone manner

In carrying out the role the post holder will:

Be aware of and comply with all academy policies and procedures in particular regarding safeguarding and child protection and health and safety, reporting all concerns to the appropriate person immediately. Contribute to the overall ethos and Mission Statement of the academy. Treat all data, information and matters handled in connection with academy business in the strictest confidence and in line with Data Protection protocols.

Participate in training, other learning activities and performance development as required. Be flexible in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level in pursuance of effective learning and teaching and effective team working.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The post holder may also be asked to carry out other duties associated with this post from time to time