

JOB DESCRIPTION & PERSON SPECIFICATION

Title:	School Finance & Business Assistant
Post Holder:	Vacancy
Salary:	Grade 6 - Pt-6-7
Weekly Hours:	24 hours per week
Weeks per annum:	40 weeks per year
Contract:	Temporary - 1 year in the first instance
Responsible to:	School Business Manager

Purpose of this role:

To work within the finance team to provide administrative and clerical support in a broad range of business services activities, presenting a positive image of the school.

Key relationships:

- The post holder will report to the School Business Manager and the Senior Finance Assistant.
- The role involves regular liaison with other teaching and support staff in school. The post holder will liaise regularly with external providers.
- The role involves regular liaison with other teaching and support staff in school.

Key result areas include:

- Requisition goods and services, check goods on receipt, process payments and arrange for goods to be delivered across the school.
- Obtain quotations in line with School financial regulations ensuring best value.
- Coding and processing invoices on SAGE ensuring approval and preparing payment runs.
- Support monitoring of nominal codes, income and funding.
- Keep accurate records to support the reconciliation of the monthly bank statements.
- Respond to finance queries.
- Use systems: SAGE, Arbor, Planergy and MyConcern.
- Support Audit process
- Administer online parent payment systems.
- Support with Asset Management.
- Assist with Arbor payments for school trips and events (eg, prom) and produce financial updates for trip organisers.
- Maintain school inventory and equipment records.
- Support SAGE transactions and resolve queries.
- Undertake general finance duties (VAT, invoices, postage).
- Support with the administration of school lettings.

GDPR

- Support the School Business Manager and Senior Finance Assistant in ensuring the school's data-protection practices comply with GDPR and all relevant data-protection legislation.
- Support the School Business Manager with Subject Access Requests (SARs), FOI requests and data breaches, ensuring timely and compliant processes.
- Maintain accurate records of data-processing activities and support audits and reviews of compliance via the portal.

General Responsibilities:

- Ensure a GDPR framework is in place and liaise with the Data Protection Officer to ensure the school’s practices and procedures are compliant with GDPR legislation.
- Ensure the timely completion of statistical returns for the Local Authority and external agencies as and when required.
- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Maintain confidential staff records and ensure confidentiality and discretion at all times.
- Ensure the correct use of agreed and approved ICT software and hardware, seeking to develop and improve upon existing systems in liaison with the IT Manager.
- Undertake monitoring and evaluation processes in line with School policy.
- Carry out any additional duties within the overall function commensurate with the grading and level of responsibility of the job. Any changes of a significant nature will be incorporated into the job description, following consultation with the post holder.
- Fire Marshall.
- Assistant with exam invigilation – workload allowing – if needed,

School Policies and Procedures

Actively support the School’s Policies and Procedures.

Health and Safety

Ensure own compliance with the School’s Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Identify opportunities and risks associated with the service and escalate/report to management.

Working hours:

Mon	09:00	14:00			05:00
Tues	09:00	14:00			05:00
Wed	09:00	14:00			05:00
Thurs	09:00	14:00			05:00
Fri	09:00	13:00			04:00
TOTAL WEEKLY HOURS					24:00:00

Person Specification

	Essential Requirement
Knowledge Qualifications	<ul style="list-style-type: none"> ▪ GCSE (or equivalent) in English and Maths ▪ Relevant Level 2/3 qualification (desirable)
Skills / Abilities Experience	<ul style="list-style-type: none"> ▪ Has experience working in a finance or administrative role ▪ Is confident using ICT systems and Microsoft Office ▪ Has excellent organisational and communication skills ▪ Can manage their workload effectively and meet deadlines ▪ Works well both independently and as part of a team ▪ Experience of working with SAGE would be advantageous ▪ Experience of using ICT effectively for administration and communication ▪ Working in business administration and financial management ▪ Applying policy and procedures ▪ Identifying priorities and delivering results ▪ Working within an educational setting
Policies & Procedures	<ul style="list-style-type: none"> ▪ Financial procedures ▪ Data Protection Act ▪ Health & Safety Act ▪ Safeguarding in schools
Professional Development	<ul style="list-style-type: none"> • Be willing to undertake further training and development, as necessary, in order to enhance service delivery.
<p>Parkside Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment.</p>	

June 2026

Signed:

Dated: