



## Job Description

Job title: SENIOR ADMIN OFFICER (Finance and Admissions)

Grade: Scale 6, (term time only, 39 weeks) (from £30,175)

Responsible to: School Business Manager

Staff managed: None

### **General Description of the Post:**

The postholder is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the school's policies under the direction of the School Business Manager or Headteacher.

The post-holder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.

The postholder is required to fully support the vision, ethos and policies of the school.

### **Job Purpose:**

- To co-ordinate all administrative functions within Finance and Admissions whilst assisting in ensuring the smooth running of the school office (e.g supporting with attendance processes and general administration).
- To maintain accurate accounts and systems of pupil management and financial control in regards to delegated financial duties.
- Providing efficient finance assistance to the School Business Manager.
- Supporting the School Business Manager to ensure the smooth running of the admissions process for Nursery, Reception, In-year starters/leavers and Year 6 into Secondary transition.
- To be responsible for assisting the School Business Manager to ensure smooth running of the school office.

### **Duties and Responsibilities:**

#### **1. Supporting the School Business Manager to ensure the smooth running of the admissions process for Nursery, Reception, In-year starters/leavers and Year 6 into Secondary transition.**

- Administration of the Nursery, Reception, In-year starters/leavers and Year 6 admissions into Secondary School.
- Main point of contact for Admissions, Open Evening, Transition and other student Induction events, with parents, staff at the School.
- Administration of Open Mornings and Evenings, including arranging publicity.
- Keeping up to date with new Admissions Regulations and policies.
- Administration of In-Year admissions in to the School.
- Maintaining Waiting List for all years.
- Contacting previous/current schools for information regarding applicants.
- Informal meeting with Parents/Students to discuss admission.
- Writing offer letters.
- Supporting the development and implementation of protocols for In-Year Admissions.
- Supporting the Senior Leadership Team to ensure smooth induction and first days for pupils.

- Maintaining the school's database of pupil, adding new pupils to the pupil management system whenever required.
- Inputting and updating of all appropriate pupil information and producing reports when required.
- Communication with the School Business Manager and senior leader/class teacher regarding new admissions.
- Assisting with the transfer and receipt of student files (including SEND and Safeguarding records).

## **2. Providing efficient finance assistance to the School Business Manager, including:**

- Administrating the school online payment system, creating new payment items for receipt of income from parents and staff within the school.
- Checking local authority systems for pupils eligible for free school meals.
- Booking public transport tickets for school trips.
- To keep a record of expenditures and process payments.
- To keep record of raising activities and general school income.
- Ensure money owed to the school is received in full and in appropriate time, monitoring of any debt and taking action when required to manage debt to the school.
- Producing invoicing in relation to school income received from external sources such as school letting and grants.
- Receipt, recording, safekeeping and banking of all cash income (e.g., sale of clubs, books, stationery, etc).
- Processing purchase orders, ensure receipt of delivered goods and processing invoices.

## **General Administration**

- Undertake reception duties, answering routine telephone and face to face enquires and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staffs etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.
- Undertake typing and word-processing and complex IT based tasks.
- Provide administrative and organisational support to other staff, as directed by the School Business Manager.
- Undertake administration of complex procedures.
- Complete and submit complex forms and returns, including those to outside agencies e.g. DfE

## **General Statements**

- To carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the school's safeguarding procedures.
- Be aware of responsibilities under General Data Protection Regulations (GDPR) for the security, accuracy and relevance of information held and maintained.
- Treat all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.
- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.
- Carry out playground duties, as required.



## Person Specification: Senior Admin Officer (Finance and Admissions)

(Evidence will be gathered from letter of application, references, interview and tasks.)

Attributes	Requirements	
	Essential	Desirable
Knowledge / Qualifications	<ul style="list-style-type: none"> <li>• A sound knowledge of computer databases and spreadsheets.</li> <li>• A sound knowledge of using Microsoft software, particularly Excel and Word at an intermediate level.</li> <li>• Excellent written and oral skills</li> <li>• Knowledge of administrative systems</li> </ul>	<ul style="list-style-type: none"> <li>• A working knowledge of local authority policy and procedure surrounding admissions</li> <li>• Relevant basic accounting or bookkeeping qualification (or working towards)</li> <li>• Knowledge of school administrative systems</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working in a finance function, ideally in a school office environment</li> <li>• Experience of financial procedures, cash handling and cash security in a similar environment.</li> <li>• Experience of purchase ledger and accounts receivable</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in a school office environment</li> <li>• Experience of pupil admissions procedures</li> </ul>
Aptitudes, skills and Competencies	<ul style="list-style-type: none"> <li>• Ability to set and work to agreed targets and work schedules.</li> <li>• Ability to communicate effectively with persons at all levels.</li> <li>• Ability to work pro-actively.</li> <li>• Ability to organise one's own tasks with minimum supervision.</li> <li>• Ability to minute / take notes at meetings</li> <li>• Ability to type quickly and accurately</li> </ul>	
Special Conditions	<ul style="list-style-type: none"> <li>• Motivated to work with children and young people.</li> <li>• Ability to form and monitor appropriate relationship and personal boundaries with children and young people.</li> <li>• Emotional resilience in working with challenging behaviours.</li> <li>• Appropriate attitudes to use of authority and maintaining discipline.</li> <li>• The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> </ul>	