

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title: Senior Administrative and Finance Officer

Directorate: Sir Thomas Abney Primary School/Harrington Hill Primary School

Reporting to: School Business Manager

Grade: SO2

Job description

Purpose of the post:

- Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. Assist with the planning and development of support services.

Main duties and responsibilities:

Organisation:

- Deal with complex school office, visitor and family queries
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/school journey/events in line with school policy
- Supervise, train and develop staff as appropriate

Administration:

- Manage manual and computerised record/information systems, child and staff files
 - Analyse and evaluate data/information and produce reports/information/data as required
 - Undertake typing, word processing and complex IT based tasks
 - Provide personal, administrative and organisational support to other staff
 - Provide administrative and organisational support to the Governing Body
 - Undertake administration of complex procedures
 - Complete and submit complex forms, returns etc, including those to outside agencies
 - Undertake the administration of financial systems; including payroll
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Resources:

- Operate relevant equipment/complex ICT packages, including finance systems
- Monitor and manage cost centres within an agreed budget, cataloguing resources and undertaking audits as required
- Be the school's main data protection officer and undertake any essential training
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with the marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures including BACs runs
- Assist with the planning, monitoring and evaluation of the budget
- Manage expenditure and the inputting of invoices and purchase orders

Responsibilities:

- Comply with and assist with the development of policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationship and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

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 person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
 - Attend governing body meetings on a regular basis.
 - Enhanced DBS Check.
 - Strong commitment to furthering equalities in both service delivery and employment practice.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Senior Administrative and Finance Officer
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Person Specification

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	Essential	Desirable
Qualifications		
1. NVQ Level 3 or equivalent qualification or experience in relevant discipline.	✓	
Experience		
2. Experience of development, management and operation of administrative, finance and data protection systems.	✓	
Knowledge		
3. Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	
Skills		
4. Excellent numeracy skills.	✓	
5. Effective use of ICT and other specialist equipment/resources.	✓	
6. Excellent ICT skills.	✓	
7. Ability to relate well to children and adults.	✓	
8. Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	✓	
9. Ability to self-evaluate learning needs and actively seek learning opportunities.	✓	
10. Display commitment to the protection and safeguarding of children and young people.	✓	