

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

Job details

Job title:	Admin and Finance Assistant
Directorate:	Morningside Primary School
Reporting to:	Executive Principal, Headteachers, Finance and Admin Manager
Grade:	Scale 5 point

Job description

Purpose of the post:	Under the guidance of senior staff, be responsible for undertaking administrative, financial, organisational processes within the school. To provide support to the finance and Admin Manager in all Financial functions
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Main duties and responsibilities:	<p><b>Organisation:</b></p> <ul style="list-style-type: none"><li>• Deal with complex reception and visitor matters.</li><li>• Contribute to the planning, development and organisation of support service systems/ procedures/policies.</li><li>• Organise school trips/events in line with school policy.</li></ul> <p>Supervise, train and develop staff as appropriate.</p> <p><b>Administration:</b></p> <ul style="list-style-type: none"><li>• Manage manual and computerised record/information systems.</li><li>• Analyse and evaluate data/information and produce reports/information/data as required.</li><li>• Undertake typing, word processing and complex IT based tasks.</li><li>• Provide personal, administrative and organisational support to other staff.<ul style="list-style-type: none"><li>• Undertake administration of complex procedures.</li><li>• To provide accurate staffing details and submit the workforce census returns.</li></ul></li></ul>
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### **Finance:**

- Monitor expenditure and process Invoices for Payment. Raise and authorise payments to suppliers
- Bank all school income including school fund.
- Administer school fund and all related financial records
- To ensure all school debt is monitored and recovery actions are put in to place

### **Responsibilities:**

- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationship and communicate with other agencies/professionals.
- 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.

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### **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: Administrative and Organisation  
Level 3

## Person Specification

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**Essential**  
**Desirable**

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

Date of issue:

Name of postholder: