



POST HELD:	Administrator with Finance elements
SALARY SCALE:	Scale 5.12
REPORT TO:	School Business Leader and Headteacher

Main purposes of the job

- To provide administrative, clerical and financial service to the needs of a growing school to ensure efficiency and effectiveness of the administrative team
- To maintain the smooth daily running of the school

Main responsibilities and tasks:

Support for the pupils/parents

- To be first aid trained and where required make judgements over the need for external medical support.
- To administer fire drill evacuations alongside the receptionist

Support for school/staff

- Adhere to school procedures and policies at all time.
- Any other reasonable request from the Headteacher/SBL.

Support for Finance tasks

- Filing and general office administrative tasks
- To arrange TFL tickets for School trips; if needed.
- To oversee ParentPay alongside the admin team. Follow the No Debt Policy and arrange for event fundraisers to be assigned.
- To set up new students and staff on ParentPay.
- To update parent pay with the children who are entitled to FSM; using the FSM portal and SIMS
- To input invoices on the school's financial system.
- To attend Finance meetings when required.
- To manage finance queries.
- To complete monthly review's over department budgets.
- To complete and send monthly overtime and expense reports to the trust.
- To complete staff expense reports on PSF.
- To set up school trips and events on ParentPay.
- To complete analysis for schools' trip- looking at expenditure and income.



- To complete amendments forms for staff pay increment and send these over to the trust.
- To invoice external stakeholders for funding and other external/internal companies when required.
- To check agency invoices; making sure they are the correct value as agreed with the agency.
- Preparing and running the data for school census at the designated dates and resolving any errors that may arise, including uploading to Collect.
- To cover other admin roles when required due to sickness or appointments.
- Update the budget software when new staff join, pay increases or staff depart.
- To input and place orders
- To liaise with the trust when required for any financial concerns.
- To assist in completing the bank reconciliation
- To update the pay bracket on SIMS every year.
- To be the first point of call for any pay queries raised by staff.
- To set up access for new staff to see their payslip using our online software.
- To keep a track on the school credit card budget.

The post holder must hold a first aid certificate or be willing to attend the necessary course to gain the first aid qualification.

The above duties are neither exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher or Business Leader within the grading level of the post and the competence of the post holder

Currently under review April 2024