

Job Description

Post Title: Admin Assistant (Finance & Compliance)

Post No:

Department: Education Grade: Bexley 06

Responsible to: School Business Manager

Hours:

36 Hours per week

42 weeks per year (minimum 10 days to be worked in the summer holidays)

Weeks per year: 42 weeks per year

Term time plus inset days with the remaining days to be split over the school holidays to meet the needs of the school and the end of financial year.

Main purpose of the job:

- To ensure high quality finance, compliance & general administrative support is provided to the school.
- To ensure and effective service is provided, maintaining a calm, professional, efficient atmosphere.
- To ensure the Finance & Health & Safety functions of the school is compliant at all times.

Major Duties and Responsibilities:

- To undertake receptionist duties, deal with routine enquiries, ensure all visitors sign in and out ensuring compliance with vetting and safeguarding procedures.
- To provide administrative support to the school.
- Diary management and hospitality for meetings as required.
- To minute meetings as required.
- Ensure effective and professional communication with all stakeholders.
- Maintain a high level of confidentiality and ensure compliance with GDPR procedures.
- Direct and respond to emails received in a professional and timely manner.
- Maintain accurate records using a variety of software packages.
- Maintain accurate admin, finance & premises filing systems.
- Support the School Business Manager with the completion of DFE and Local Authority returns.
- To provide the finance function to support school trips, in school activities and residential.
- Support the application process, monitor and process Free School Meals and associated administration.
- Placing pre-approved orders ensuring best value is obtained and checking deliveries.
- Collating and placing regular orders for café, stock & class supplies.
- Liaising with suppliers and contractors
- Maintain the contracts/SLA register.
- Process invoices for payment ensuring an accurate audit trail.
- Input income and expenditure into the schools accounting system
- Accurate recording of café takings
- Processing and reconciliation of all online payments
- Processing and/or uploading of BACS - ensuring separation of duties.
- Monthly reconciliation of school purchase cards & fuel cards.

- Monthly reconciliation of bank accounts.
- Ensuring banking is undertaken in a timely manner in line with the School Finance Policy
- Maintain a debt register for school meals ensuring debts are chased monthly and notifying the School Business Manager of any above the agreed threshold.
- Provide reports for Senior Leaders and Governors as required
- Support the Business Manager to ensure Health & Safety regulations are met and the school is compliant
- Prepare and maintain an annual maintenance plan to identify and schedule service contracts, long term, cyclical and preventative works
- Work with the Business Manager and Premises Team to support works being undertaken in school by contractors
- Support with school lettings – dealing with enquiries, bookings & invoicing
- Maintain the school asset register.
- Administration relating to the School Fund Account and associated bids
- Undertake bus duty as required.
- Undertake fire warden duties.
- Act as a First Aider as required.

Administration staff are expected to maintain an overview of all roles within the Admin team to be able to provide cover for absent colleagues.

Undertake other reasonable duties, commensurate to the level of this position, as directed by the Headteacher, SLT or School Business Manager.