Job Description

Job title: **Finance and Administration Assistant**

Reports to: **Head Teacher and School Business Manager**
Location: **Danson Primary School**
Grade: **6.1-6.4**

Job purpose

To assist the School Business Manager (SBM) in the processing of financial transactions, School Admissions. Medical Plans, Risk Assessments and Medical processes. General administration duties including supporting the Head Teacher and SLT.

Overall Responsibilities

Processing of Purchase orders, invoices and ensuring receipt of goods. Dealing with financial queries.

Reconciling Arbor and Procurement Cards transactions to Bank statement.

Managing the Wraparound Care bookings and payments.

Liaising with the Local authority regarding new pupils being admitted to the school. Support SBM with New and In Year admissions processing.

Assist in producing Medical/Healthcare plans and Risk Assessments with parents, SENCO and relevant external agencies. Oversee Allergy plans with the SBM.

Dealing with parent queries in person, on the phone or via email.

Work with professionals from other services.

Setting up, scheduling and managing parent evenings and bookings for other events.

Website management of documents with SBM.

Operate reprographic equipment.

To contribute to the efficient running of the school office.

To act at all times in a responsible and responsive manner, with an awareness of the sensitive and confidential nature of the work and the need for a high level of customer care.

To perform other duties as may be required by line managers consistent with the overall job purpose and to meet the exigencies of the service.

Specific Responsibilities

- Deal with correspondence, telephone calls, visitors and enquiries.
- Maintain diaries, arrange meetings, activities and events.
- Maintain pupil records and procedures including but not limited to admissions, withdrawals, transfers, health matters etc.
- Operate purchasing and payment procedures using SIMS Connected (FMS6), liaise with suppliers and contractors.

- Liaise with parents, teachers, EWOs, Ed. Psychologists, Health Service staff etc. about pupil care. Prepare Health/Medical care plans and Risk Assessments
- Care for children who are unwell, help deal with their personal cleanliness (if required), act as a Qualified First Aider, administer medication.
- Operates office and IT equipment, systems and programmes including SIMS Connected (FMS6), Arbor,
- Represent the school management by telephone, email and through personal contact with pupils, parents, Governors, public, suppliers and contractors, NHS and LA professionals etc.
- Maintain and operate various numerical and financial records and returns.
- Send communications to parents.
- Secretarial support to Head Teacher and SLT using Arbor, Google and Microsoft application to create reports and documents.
- Assist with preparing premises and clearing spillages in the absence of the premises team.
- Covering lunch and break duty if required.
- To perform other duties as may be required by line managers consistent with the overall job purpose and to meet the exigencies of the service.