

## Job Description

Ridgefield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

|                       |                                                                 |
|-----------------------|-----------------------------------------------------------------|
| <b>Post</b>           | Finance Assistant / Administrator                               |
| <b>Grade</b>          | Level 2 / Level 3 – depending upon skills and experience        |
| <b>Hours</b>          | 22.5 hours per week (ideally 08.30 to 13.00 – Monday to Friday) |
| <b>Responsible to</b> | Headteacher                                                     |

## Purpose of the Job

To support the school in attaining its aims and objectives by providing an effective secretarial, and administrative service within the establishment and assisting the Headteacher in the preparation and monitoring of the school's budgetary provision to ensure proper accounting of all school finances.

Such decisions include, planning and prioritising, allocating and organising work to ensure the smooth running of the administrative function.

The role involves working closely with a skilled and experienced School Business Manager.

## Main Responsibilities

1. Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the school.
2. Provide a timely and effective secretarial and administrative support service to the Headteacher and Senior Leadership Team in accordance with good secretarial practice.
3. Co-ordinate the work alongside other office staff.
4. Maintain records and systems in accordance with approved regulations and standards to assist the Headteacher in the efficient management of the budget. Advising on budget position and budget preparation having an oversight of all accounts - reporting difficulties to Headteacher.
5. Management of bank account.
6. Managing and monitoring 'Cash' payments for school budget and reconciling spreadsheets of school expenditure / income and assisting in budgetary forecasts.
7. Carryout ordering/invoicing procedures in accordance with financial regulations to assist with the maintenance of budgetary commitment.
8. Support the operation of school letting policy, taking bookings and invoicing for use.
9. Ensure the effective reception of all visitors and telephone enquiries to the establishment in accordance with standards and procedures required.
10. Inputting payroll information, producing variation sheets. Keeping a record of sickness and absence for all staff, both teaching and non-teaching and completing relevant forms.
11. Operating all computerised data systems including the pupil and staff records and finance/budget information records.
12. Locating, collating analysing and presenting basic numerical information.

13. Maintain filing systems.
14. Any other duties consistent with the post.

### Variation Clause

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

### Flexibility Clause

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.

### Person Specification

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Essential                                      | Desirable | How identify                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>• Recognised ICT qualification</li> <li>• A range of GCSE's at A-C grade including English and Maths</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | E                                              | D         | Application<br>Application                                                                                                         |
| <b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to use and understand information technology</li> <li>• Excellent communication skills and providing advice and information in accurate spoken English</li> <li>• Good written communication and numeracy skills</li> <li>• Sensitive to the needs of staff, pupils and parents</li> <li>• Good organisational and interpersonal skills</li> <li>• Ability to prioritise and multi-task</li> <li>• Ability to meet agreed deadlines</li> <li>• Excellent team working skills</li> <li>• Ability to work independently</li> <li>• Can demonstrate flexibility of approach</li> </ul> | E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E<br>E |           | Application<br>Interview<br>Application<br>Interview<br>Interview<br>Interview<br>Reference<br>Reference<br>Interview<br>Interview |

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Essential                    | Desirable             | How identify                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------|-------------------------------------------------------------------------|
| <b>Experience</b> <ul style="list-style-type: none"> <li>• Working in a customer service role</li> <li>• Working in an administrative role</li> <li>• Working in an educational establishment</li> <li>• Dealing with confidential and sensitive information</li> <li>• Working with MS Office</li> </ul>                                                                                                                                                                                                         | E<br>E<br><br>E<br>E         | <br><br>D<br><br>     | Application<br>Application<br>Application<br>Application<br>Application |
| <b>Knowledge</b> <ul style="list-style-type: none"> <li>• Knowledge of office procedures</li> <li>• A good working knowledge of school procedures, policies, rules and regulations</li> <li>• Knowledge of data protection requirements</li> </ul>                                                                                                                                                                                                                                                                |                              | <br>D<br>D<br><br>D   | <br>Application<br>Application<br><br>Application                       |
| <b>General</b> <ul style="list-style-type: none"> <li>• Committed to high standards of customer service</li> <li>• Resilient, positive and flexible attitude</li> <li>• Committed to equality and diversity</li> <li>• Committed to own continuing professional development</li> </ul>                                                                                                                                                                                                                            | E<br>E<br>E<br>E             |                       | Interview<br>Interview<br>Interview<br>Application                      |
| <b>Safeguarding</b> <ul style="list-style-type: none"> <li>• Ability to safeguard and promote the welfare of children and young people</li> <li>• Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their life circumstances</li> <li>• Has a good understanding of the safeguarding agenda</li> <li>• Can demonstrate an ability to contribute towards a safe environment</li> <li>• Shows a personal commitment to safeguarding</li> </ul> | E<br><br>E<br><br>E<br><br>E | <br><br><br>D<br><br> | Interview<br><br>Interview<br><br>Interview<br>Interview<br>Interview   |