



Wadham School – Job Description



Administration & Finance Assistant

Contract: Permanent – 37 hours per week /39 weeks Term Time only plus INSET days.

Grade: 14 Point 4-6.

Responsible to: Finance Manager

Main Purpose

To provide a range of support to the Administration and Finance teams, covering Reception at key times and providing efficient First Aid support where required. Duties are split between Front of House/Reception and Finance Team as required.

Main Duties and Responsibilities

Main duties are outlined below, but there is some flexibility within this role to adapt to the needs of the school as required to ensure consistent support is provided in all areas to uphold the day to day running of the school.

- Compile and distribute school letters to parents and guardians, using ICT/Arbor systems following the school's templates and guidelines.
- Complete school newsletters half termly and distribute electronically.
- Be the point of contact for all daily transport arrangements, including arranging coaches for school trips.
- Co-ordinate with supplier and plan for school photographs.
- Provide day to day Reception duties by providing cover at key times of the day.
- Complete efficient administration duties for Middle Leaders where required.
- Assist in the School Shop, retrieving orders from online payment system and preparing orders for students to take home.
- Provide support to the Finance Team by administering manual payments via the online payments system and issuing lists to trip leaders regarding payments received.
- Complete checks on purchase orders by matching orders and preparing for budget holder signatories before processing on payment systems.
- Manage the school Inventory back-office system effectively to ensure the safeguarding of students and school visitors.
- Cover for absent colleagues in the Finance and Administration team where required, showing flexibility and teamworking.
- Complete Fire and Evacuation duties such as registering Support Staff and assisting with the completion of Fire Warden documents.
- Be willing to contribute and take part in extra-curricular activities in the support of students.

Personal Attributes, Knowledge, Skills and Experience

- Educated to 5+ GCSEs or equivalent at grade 4 (C) or above including English Language and Mathematics.
- NVQ Level 2 in Business Administration or equivalent in related area or able to demonstrate equivalent experience.
- Professional telephone and interpersonal skills, ensuring that all school visitors are warmly welcomed and efficiently signed into and out of the school, using Inventory systems.
- Show attention to detail and a methodical approach to record keeping and data entry.
- Be organised, adaptable and responsive to change, as required by the needs of the school, showing a willingness to be helpful.
- Able to contribute to the department with ideas and solutions, where required, to ensure that systems and processes are effective.
- Can demonstrate a clear commitment to teamworking and yet be able to work without direct supervision.
- Able to communicate effectively with colleagues, parent/guardians and students, forming good working relationships.
- A current and relevant First Aid qualification (Training can be provided for suitable candidates).
- Experience of providing high level- confidential support in a busy and sensitive environment.
- A knowledge of and commitment to school policies, including Safeguarding, Health & Safety and Equal Opportunities.
- Able to support the ethos arising from the school's Church of England Foundation.

Contacts and Relationships

- Daily contact with curriculum staff and students.
- Daily contact with other school staff.
- Daily contact with parents and visitors to the school.

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from the Headteacher or Line Manager to undertake work of a similar level that is not specified in this job description.