

Grade:	3, SCP 3-4
Accountable to:	Headteacher / School Operations Manager
Place of Work:	Henbury View First School
Hours:	16.5 hours per week, term time + 5 days (39 weeks)

Role Remit:

At Hamwic Education trust (HET), our Finance & Admin Assistant, under the direction of the Headteacher/School Operations Manager, is responsible for:

- Providing an effective and efficient general & financial administration service to the school

Main Responsibilities:

1. Finance:

- To raise purchase orders as directed by the Operations Manager/School Leader.
- To receive goods and deliveries.
- To process purchase/sales invoices and payments.
- Undertake general stock control duties as required.
- To reconcile the bank statement.
- To process the credit payments for month end.
- To process staff expenses.
- To assist with debt recovery procedures in respect of unpaid invoices.

2. To carry out general administrative duties

- Dealing with general enquiries at Reception
- To complete appropriate data input and paperwork associated with the clerical and administrative needs of the school.
- To provide appropriate administrative support to all areas of the school.
- To receive telephone calls and visitors and take appropriate action.
- To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems and assisting in the absence of colleagues.

3. Safeguarding

The post is subject to an enhanced DBS check and satisfactory references. The post holder is expected to demonstrate a strong commitment to safeguarding and promoting the welfare of children and young people, and to follow HET and the schools' safeguarding and child protection policies. They must ensure a safe working environment for pupils and staff alike and comply with HET health and safety policies.

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

