



# JOB DESCRIPTION

**School/College:** Newton Burgoland Primary School

**Job Title:** Administration Officer / Finance Assistant

**Grade:** 7

**Responsible To:** Headteacher

**Key Relationships/  
Liaison with:** Headteacher, Admin Assistant, Teaching staff

**Job Purpose:** To ensure the provision of efficient and effective administrative support for the day to day operation of the school, providing day-to day support and guidance to junior administration staff, planning and managing your own work in order to meet deadlines.

**Occupational Standards:** Business and Administration Level 3

## MAIN DUTIES AND RESPONSIBILITIES:

1. To provide a courteous reception and visitor management service, responding directly to the majority of general enquiries, and ensuring that visitors are welcomed and managed in accordance with established health and safety / child protection procedures.
2. To make and receive telephone calls as necessary in order to fulfil your duties, being mindful of data protection and safeguarding requirements at all times.
3. To deal with written correspondence in an effective manner, opening, filtering, sorting and distributing incoming post and e-mails as appropriate, and dispatching outgoing mail and replying to e-mails in a timely manner.
4. To prepare and distribute information / documentation to the school community as appropriate, including contributing to the production of newsletters and information packs where required.
5. To create and maintain standardised responses and template documents for use by yourself and others
6. To maintain and develop the office filing system, ensuring that it is fit for purpose and that all documentation is filed appropriately and securely in accordance with data protection regulations.
7. To arrange meetings and events, including those which involve delegates from multiple agencies, determining suitable times and venues, preparing and distributing paperwork if required, and taking notes / minutes where required, particularly in formal meetings where the need for accuracy and the recording or decisions is important.
8. To use office software and equipment to create / produce a wide range of documents, where there may be a requirement for interpretation of more complex information or liaison with others.

9. To source suppliers and obtain quotes for non-routine purchases, after determining requirements from relevant staff, and to raise orders, including official orders when authorised to do so.
10. To check deliveries to the school against the delivery note / order, noting any discrepancies and reporting them to the supplier in a timely manner.
11. To maintain office software, carrying out system upgrades and year-end procedures on information management systems in accordance with published guidance (e.g. from LEAMIS)
12. To prepare and manage pupil lists / groups for a range of purposes (e.g. free school meals, pupil premium, SEN, etc)
13. To ensure that electronic and manual records are kept accurate and up to date, and to process and analyse data, using databases and spreadsheets to produce routine and ad-hoc reports which may require manipulation and interpretation of information.
14. To liaise with the School Admissions Service regarding the annual intake of new pupils to the school, mid-term admissions and pupils leaving the school.
15. To complete statutory and non-statutory returns, ensuring that they are accurate and are submitted in a timely manner (e.g. school census, monthly absence return, etc)
16. To undertake routine cash handling duties, including receiving and recording payments for a wide range of school activities, issuing receipts and preparing for banking.
17. To manage the petty cash account, ensuring that all payments are authorised, supported by appropriate documentation (i.e. VAT receipts), and signed for, and arranging for the cash float to be topped up as required.
18. To liaise directly with parents who may owe money to the school to seek payment, including agreeing payment plans where appropriate, referring persistent non-payment to the finance manager / business manager / head teacher.
19. To process applications for DBS checks, verifying appropriate documentation in accordance with prescribed procedures, recording DBS certificate details in the Single Central record and informing the Head Teacher promptly in the event that any certificate contains disclosures of any kind.
20. To manage requests for lettings of the school premises, ensuring availability of premises staff and facilities, and calculating costs based on an agreed scale of charges before confirming any bookings and making arrangements for an invoice to be raised.
21. Any other duties, commensurate with the grade, for which the post holder has appropriate skills / training, as may be required from time to time.

**SPECIAL FACTORS:**

*(Please delete/add where appropriate)*

**Subject to the duration of the need, the special conditions given below apply :**

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore a **DBS enhanced check is an essential requirement.**

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**



# Newton Burgoland Primary School



# PERSON SPECIFICATION

**School/College:** Newton Burgoland Primary School  
**Job Title:** Administration Officer / Finance Assistant  
**Grade:** 7  
**Post Number:** N/A

	Essential	Desirable	How assessed
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Level 2 qualifications in maths/numeracy and English/literacy.</li> <li>Level 3 qualification in business and administration, or evidence of equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>App/Doc</li> <li>App/Doc</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in a busy office environment, carrying out a range of administrative tasks</li> <li>Experience of carrying out basic financial procedures, including cash handling, preparation for banking, and informal debt processes.</li> <li>Experience of working in a school office.</li> <li>Some supervisory experience.</li> <li>Experience of using information management systems and finance software.</li> <li>Experience using SIMS and FMS.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int/Test</li> <li>App</li> <li>App/Int</li> <li>App</li> <li>App</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act.</li> <li>Understanding of the context in which schools operate</li> <li>An understanding of health and safety issues relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>App/Int</li> <li>App/Int</li> <li>App/Int</li> </ul>

	Essential	Desirable	How assessed
<p><b><u>Skills/Attributes</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work accurately under pressure, managing your own workload in order to meet deadlines.</li> <li>• Excellent ICT skills, along with the ability to make effective use of a range of ICT software in order to fulfil the requirements of the role.</li> <li>• Ability to analyse data.</li> <li>• Ability to deal with all but the most complex/challenging problems, and take appropriate action.</li> <li>• Excellent written and oral communication skills</li> <li>• Excellent interpersonal skills with the ability to relate well to children and adults.</li> <li>• Able to operate effectively with minimum supervision.</li> <li>• Able to support/direct the work of junior staff.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int/Test /Ref</p> <p>App/Int/Test</p> <p>App/Test</p> <p>Int/Test</p> <p>App/Int/Test</p> <p>Int</p> <p>App/Int/Ref</p> <p>App/Int</p>
<p><b><u>General Circumstances</u></b></p> <ul style="list-style-type: none"> <li>• Evidence of regular attendance at work</li> <li>• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this in day-to-day situations.</li> <li>• Willingness to undertake training.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Ref</p> <p>App/Int</p> <p>App/Int</p>
<p><b><u>Factors not already covered</u></b></p> <ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the provisions of the Equality Act 2010</li> </ul>	<p>✓</p>		<p>App/Int/Med</p>

**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**