

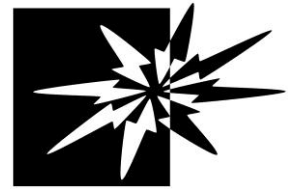
Haringey Council

Scale 5 - Job Description for Admin & Finance Assistant

Hours: Monday – Friday – 8.30am-4.30pm

Reporting to: *Head Teacher, Deputy Head and School Business Manager*

MAIN PURPOSE OF THE JOB
To work under the guidance of senior staff to be responsible for undertaking administrative, financial, and organisational processes within the school.
Organisation
<ul style="list-style-type: none">• Contribute to the planning, development and organisation of support service systems/procedures/policies• Responsible for maintaining the financial procedures/policies• Train and develop administrative staff as appropriate
Administration
<ul style="list-style-type: none">• Manage manual and computerised record/information systems• Produce reports/information/data as required• Undertake typing and word-processing and complex IT-based tasks• Provide personal, administrative and organisational support to other staff• Provide administrative and organisational support to the Governing Body• Complete and submit complex forms, returns etc., including those to outside agencies, e.g. DfE• Undertake the administration of Payroll systems & HR duties
Resources
<ul style="list-style-type: none">• Operate relevant equipment/complex ICT packages• Provide advice and guidance to staff, pupils and others• Undertake research and obtain information to inform decisions• Assist with procurement and sponsorship• Assist with marketing and promotion of the school• Undertake a range of financial administration procedures including processing invoices, collection, safe keeping, banking and reconciliation of school monies, producing reports as and when requested by the SBM• Responsible for sending money to the bank• Undertake a range of payroll and HR procedures• Assist with the monitoring and evaluation of budgets• Administer expenditure within an agreed budget



Responsibilities
<ul style="list-style-type: none"> • Comply with and support the implementation of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies/professionals • Participate in training and other learning activities and performance development as required • Recognise own strengths and areas of expertise and use these to advise and support others

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line-managers that seeks to acknowledge success, resolve problems and identify training/development needs.

Person Specification

Experience	<ul style="list-style-type: none"> • Experience of operation of administrative and finance systems
Qualifications	<ul style="list-style-type: none"> • NVQ3 or equivalent qualification or experience in relevant discipline • Very good numeracy/literacy skills
Knowledge & Skills	<ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment/resources • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Very good ICT skills • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to the implementation of the school's equal opportunities policy
Continuing Professional Development	<ul style="list-style-type: none"> • Willingness to undertake additional training/staff development as appropriate • Ability to reflect on your own professional practice