



Administrative Assistant Finance & Human Job Description

Post	Finance and Human Resources Admin Assistant
Grade	Scale 4 (Point 7-10)
Responsible to	School Business Manager
Responsible for	N/A
Working hours	35
Working Weeks	39 weeks per annum

Purpose:

1. Contribute to the development and provision of the highest quality of education at Harbinger Primary School.
2. To assist with the day to day administration of Finance and Human resources across the school.
3. Promote a positive ethos across the school based on the school vision.

Members of our support and admin staff are expected to:

- Uphold the school vision and plan.
- Demonstrate their commitment to the school's values.
- Actively support and support the highest standards and expectations for students across the school.
- Work collaboratively with other colleagues to ensure the school vision and to meet the needs of individual students.
- Support the school's stance on equality and the provision of excellence for all our students in a successful and harmonious community.





1. Organising daily correspondence and messages for SLT, record and distribute to appropriate staff and bring to attention any urgent items.
2. Process orders, for goods and services, and invoices on the schools financial system on a daily basis to ensure materials required are delivered quickly to support Learning and Teaching and the efficient running of the school.
3. Support administrative tasks, across a range of activities undertaken by the Human Resources and Finance functions within the school.
4. Assist with the timely and safe recruitment of staff in the school to contribute to the education and safeguarding of our students (including assisting with carrying out references and other pre-employment checks)
5. Assist with the recording of staff absence records on the school's MIS system.
6. Support the prompt processing, registration, banking and reconciliation of financial activities including school journeys, school fund, parent pay, cashless catering reconciliation and lettings.
7. Check and monitor statements and deal with general queries from suppliers promptly, liaising with them to resolve any matters that arise.
8. Support the day to day operation of the school's on-line payment facility and deal with staff, parents and pupils any payment queries promptly, in addition assisting with the collection and banking of any monies maintaining the appropriate records.
9. Play a supporting role in the implementation and realisation of the School Plan setting the highest possible expectations in all aspects of school life.
10. Undertake general office administration and ordering, checking and distributing stationery and equipment for the team.
11. Support the maintenance of accurate and well-organised filing systems for both Finance and HR, including regular archiving.
12. Develop wider knowledge of both Finance and HR administration within the school environment and attend training as required.
13. To be professional and supportive in the way in which you carry out your duties.
14. Ensure confidentiality at all times.





15. Deal sensitively with enquiries from a range of people including staff, parents and members of the public, in a polite and calm manner which support the school's ethos and enhances its reputation.
16. Carry out your duties in an inclusive and supportive manner, ensuring the right balance of challenge and support when dealing with staff and students.
17. Carry out First Aid duties with the appropriate training.
18. In discharging the duties of the post, to have due regard to the provisions of the Health and Safety at Work legislation to ensure a safe working environment is maintained.
19. Where appropriate support whole school community events.
20. Ensure the guidance of Children's Act is fulfilled including any supplementary Safeguarding and Child Protection guidance in line with school policies and procedures, including the PREVENT duty.
21. Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher

Other areas of work:

- To understand and comply with the safeguarding requirements of the school and as they apply to the role and to the professional behavior.
- Contribute as necessary to the organisation of all school functions and activities.
- To help create and promote an image of the school which accords with its aims.
- Undertake similar duties corresponding with the level of the post as required by your Line Manager.

