



St. John Fisher Catholic High School

Job Description	
Post Holder	
Job Title:	Finance & Admin Assistant
Grade:	Grade 4 (points 5-8)
Directly responsible to:	Office & Finance Manager Business & Finance Manager
Directly responsible for:	N/A
Liaison with:	Headteacher, Senior Leadership Team, Heads of Department, Heads of Year, Teachers, Support Staff, Outside Agencies and suppliers.
Hours of duty:	37.00 hours per week, term time plus 1 week (pro-rata), permanent. Extra days to be determined by line manager.
Hours of attendance:	Between 08:00 and 16:00 Mon-Fri
Disclosure Level:	Enhanced
Scope:	<p>Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role.</p> <p>It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.</p>
Primary purpose of the job:	
<p>Under the reasonable direction of senior staff carry out the professional duties in line with the job profile and in particular to:</p> <ul style="list-style-type: none"> • To carry out financial procedures under the direction of the Office & Finance Manager. • To assist the Office & Finance Manager in the provision of an effective and efficient support service. • To provide a comprehensive administrative support service within school across a wide range of services. • Support the aims and objectives of the school. 	
Main duties and responsibilities/accountabilities:	
<ul style="list-style-type: none"> • The implementation of best practice with regard to financial administration. • The processing of all orders for supplies and services on FMS6 ensuring that all deliveries are checked and any discrepancies reported to the supplier. • The processing of invoices for payment in accordance with the Local Authority's financial regulations. • The processing of petty cash re-imbursments in a timely manner. • All aspects of the School Fund, including reconciliations. • The collection of all monies from pupils for school trips, events and charities and ensuring the security of all such cash held in the school. • The banking of all school income following the agreed procedures outlined in the Scheme of Financial Administration. • Administration of school trips including the booking of transport and the keeping of accounts 	

<p>and records, as requested by the trip organiser.</p> <ul style="list-style-type: none"> • To assist in the administration and development of the Wisepay online payment system. • Issue cheques as requested. 	
General	
<ul style="list-style-type: none"> • Provide a professional reception service including greeting visitors and making appropriate safeguarding checks on all visitors entering the school. Arranging appointments and dealing with routine enquiries or requests for information. • To provide high quality secretarial, typing / word processing and data input services as and when required. • To assist students, families, staff, third parties and members of the public to ensure all enquiries are dealt with in a courteous and friendly manner • To provide an effective and professional clerical support service within the Main School Office. • To accurately input information, maintain record systems and extract reports from SIMS. • To assist in the arrangement of after school events e.g. Awards Evenings, Certificate Evenings, Parents Evenings and Masses. • To provide a comprehensive professional switchboard management service including receiving and transferring incoming calls, message taking and provision of outgoing numbers/ connections. • To be flexible to working in a busy environment with conflicting demands to meet service needs. • To assist with the processing of all incoming/outgoing post ensuring accurate and speedy distribution. • Assisting in collation and distribution of information packs, reports and other resources. • Arrange hospitality as required. • To provide First Aid to injured or sick pupils and staff. • To support the school in the administration of the detention procedures. • Day to day administration of pupil medication, under the direction of the healthcare management lead. • To undertake general office routines as appropriate, including switchboard operation as and when required. • To provide clerical, word processing and data input services as and when required. • To maintain stationary and consumables for the whole school to include ordering equipment as required. • To assist with the provision of hospitality/refreshments for staff and visitors to the school. • Be aware of and positively participate in the schools' performance management framework, training needs to meet the requirements of the post and personal development. • Review and develop own professional practice, undertaking training as required. • Be a proactive and flexible team member and support whole team service delivery and undertake such additional duties as are reasonably commensurate with the post and level of responsibility. • To input data and extract reports from the schools' Information Management System. • Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement. • Contribute to the overall ethos/work/aims of the school. • To have due regard for data protection, confidentiality, child protection and health & safety policies, reporting all concerns to an appropriate person. 	
Date job description prepared/revised:	January 2022
Prepared by:	Karen Donlon/Paul Atherton/Linda Maloney/Chloe Walsh
Agreed by post holder:	
The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or	

continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION – Finance Assistant - Grade 4

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Qualifications / Training	<ul style="list-style-type: none"> • 3 x GCSE's to include Maths & English at grade C or above (or equivalent) • Willingness and ability to obtain and/or enhance qualification and training for development in the post 	<ul style="list-style-type: none"> • NVQ level 3 	<ul style="list-style-type: none"> • Application form • Interview
Experience	<ul style="list-style-type: none"> • Experience of working independently and as part of a team within a large organisation • Experience of financial packages • Can demonstrate excellent inter-personal skills, including ability to influence and communicate with a range of contacts 	<ul style="list-style-type: none"> • Previous proven experience of working in an educational setting • Experience of FMS6/SIMS software • Experience of setting up and maintaining filing systems and spreadsheets • Knowledge of VAT 	<ul style="list-style-type: none"> • Application form • Interview • Reference
Knowledge / Skills	<ul style="list-style-type: none"> • Knowledge of education and Local Authority organisations • Ability to demonstrate a good knowledge of and competency in use of Microsoft Office packages, in particular, Excel, Word, e-mail and internet. • Ability to maintain confidentiality. • Presents information and views clearly 	<ul style="list-style-type: none"> • First aid certificate, or willingness to become a first aid officer • Knowledge of working within a school setting 	<ul style="list-style-type: none"> • Application form • Interview • Reference • Test
Qualities	<ul style="list-style-type: none"> • Ability to organise time and resources effectively • Ability to meet strict deadlines • Ability contribute positively to change • Ability to show initiative and accept responsibility • Flexible and supportive approach to achieve the objectives of the school • Trustworthy, reliable and a good time keeper with an excellent attendance record 	<ul style="list-style-type: none"> • An empathy with students 	<ul style="list-style-type: none"> • Application form • Interview • Reference • Test

	<ul style="list-style-type: none"> • Enthusiastic and reliable • Proactive and diligent • Ability to cope with stressful or challenging situations • Assertiveness • Customer Service focused approach to work • Good sense of humour and positive attitude • Smart appearance and professional manner 		
Other Requirements	<ul style="list-style-type: none"> • Commitment to working within ethos of the school in a climate of mutual respect • Ability to present a positive role model for staff, pupils and others connected with the school • Positive recommendation from the current employer through written references 		<ul style="list-style-type: none"> • Interview • Reference