

## JOB DESCRIPTION

Post title:	Administrator / Finance Assistant
Academy:	Sedgefield Community College
Reporting to:	Business manager
Salary/Pay range:	Grade 3, points 4-6 £24,404 - £25,183 FTE £21,056 - £21,729 Actual
Hours of work:	Term Time plus 5 days

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### **Purpose of Job**

Responsible for ensuring the provision of effective administrative and clerical support to facilitate the day to day running of the college office, including the finance and budget control system.

### **Main Duties and Responsibilities**

- At designated times, be responsible for being the first point of contact for the Headteacher, welcoming visitors and parents to the college and operating the college's telephone system.
- Dealing with highly sensitive and confidential matters.
- Responsible for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- Assist Finance Officer as and when required.
- Responsible for the collation and administration for Free School Meals.
- Monitor the finance email account. Along with the Finance Officer, deal with any finance queries.
- Responsible for providing general clerical support including photocopying, typing, word processing including whole school mailers.
- Where necessary, in conjunction with colleagues, the sorting, distribution and despatch of college mail, to all levels of teaching and administrative staff as required.
- Provide support and cover for the student reception.
- Administration of database system used with the college, keeping updated, and current to ensure contact can be made when necessary to all pupils and parents.
- Operate SIMS and PSF systems.
- Administration of the LST / School one-to-one device scheme.
- Download Extranet items and distribute to staff.
- Weekly staff bulletin.
- In conjunction with colleagues, dealing with incoming/outgoing post.
- Manage, distribute and check yearly pupil/parent indemnity forms / data collection forms, following up any none returns.
- Responsible for liaising with kitchen staff, lunchtime supervisory assistants, caretakers and cleaners including the reporting of and monitoring repairs to fabric and equipment.
- Assist in the maintenance of stock registers for the school and arrange annual stock checks.
- Update Single Central Record with supply, contractor and visitor information.
- Undertake training in using specialist software as required.
- Responsible for collection, counting and reconciling of monies in relation to school visits etc. and to facilitate the banking of such monies.
- Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the school and all Trust and Authority processes and procedures are followed, this includes being fully competent and confident in carrying out tasks such as, bus bookings and sourcing best value, purchase orders and evolve.
- In conjunction with the Finance Officer, check any goods against orders when they arrive in school and update the Trust Finance System. Process supplier invoices.
- In conjunction with the Finance Officer, deal with all aspects of Parent-Pay.

- Responsible for raising pre-paid cards through Precision-Pay, monthly Precision-Pay statements and Barclay Card statements.
- Raising invoices.
- Dealing with staff reimbursements.
- Operate as one of a team of school First Aiders. Training will be provided where required.
- In the absence of colleagues, administration of Educational Visits and recording on the Evolve system.
- Assist with the supervision of pupils outside of lesson times (before school, breaktime, lesson transitions, etc) as directed by their line manager.
- Undertake an assigned lunchtime duty during the student lunchtime each day (taking their own lunchtime break during student lesson time, as agreed with their line manager).
- At designated times responsible for the distribution of emails that are received through the school email account.
- Digitising of student records.
- Updating various areas of the school website.
- Updating and issuing the staff handbook within the required timescales.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and college staff are fully informed of incidents and accidents.
- Administer/record medication to students (undertaking the Medication in Schools training to support this).
- In conjunction with colleagues, recording online accident forms onto the DCC system and updating spreadsheet.
- Responsible for hospitality (providing visitors with refreshments as and when required).
- To attend any training courses relevant to the post, ensuring continuing personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- The Post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:-  
Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

Note: The post holder will be expected to wear the college Admin team uniform in the prescribed manner.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes as appropriate to the role.
- Be aware of, and comply with, all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Performance Management process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of The Laidlaw Schools Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out other duties as required by the Trust.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required