

Easthampstead Park Community School

Job Description - Finance Assistant



Location: Easthampstead Park Community School	Department: Finance
<p>Pay Grade: BG-I 6-14 (starting on I6 incrementing each April) £17,173 > £20,031 (actual salary) including London Weighting and Holiday Entitlement</p> <p>37 hours per week, Monday to Friday, term time only</p> <p>Your core hours will be 8.45am to 4.45pm (4.15pm on Fridays) <i>Although most work will be during these hours some flexibility may be required for after school or evening meetings/events which you would manage within your working week in agreement with your Line Manager.</i></p>	Accountable to: School Business Manager

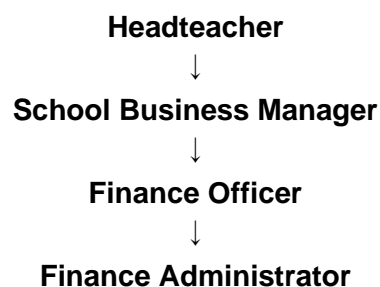
JOB PURPOSE

Under the direction/instruction of the School Business Manager (SBM) to provide routine general clerical/administrative and financial support. Day to day work is overseen by the Finance Officer.

The job description identifies the main responsibilities attached to your post but is not an exhaustive list of duties which may be directed provided they are within the scope of the grade. This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require.

All post holders are expected to support the schools vision, values and beliefs, familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

- To complete all administration associated with trips and visits, including initial research, bookings, set up and monitoring of payments.
- ParentPay administration including the issue of activation letters, the publishing of trips and School Shop items available for purchase and the reconciliation associated with them.
- Enter all details to the Risk Assessment system used for trips, ensuring the staff member has contributed to enable the Headteacher or SBM to approve.
- To collate all medical and contact information gathered for trip paperwork.
- Ensure all paperwork and information required by the Trip Leader is available.
- Initiate letters required in association with the above and distribute.

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- Assist with the management of the school minibus including ensuring bookings do not clash, the bus maintenance forms are checked and any actions required are communicated to the relevant person and that the bus is ready for the next use.
- Communicate with parents as required via letter, SchoolComms, email or verbally.
- Be the first point of contact for students visiting the department for issues associated with Cashless Catering (e.g. school meal balances and finger imaging) and ParentPay queries.
- Be available at break and lunch times for all student-focussed queries for the Finance Department.
- Administer locker allocation resolving issues as they arise such as a combination reset etc.
- Assist the Finance Officer with the collection and cash up of monies and undertake routine financial administration if requested.
- In conjunction with the Site Manager, ensure all lettings have contracts and insurance in place
- Be the main administrator of the Credit Control function and issue all invoices to be issued in a timely manner.
- Maintain the Credit Control collections and escalate any debtor issues immediately involving senior staff as necessary.
- In support of the IT Network Manager and Site, ensure on behalf of the SBM that the school's inventory of assets is accurate, updated and maintained.
- Provide administrative assistance to the School Business Manager and Finance Officer as required.
- Undertake clerical support tasks e.g. photocopying, scanning, filing etc as needed.
- Maintain manual and computerised record/information systems, including input and collation of information for SIMS (i.e relating to the new year 7 intake).
- Maintain pupil / staff records and filing systems if directed to do so in support of the SBM and Personnel Officer.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person.
- Actively support the school's equal opportunities policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- Such other duties as may from time to time be necessary, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No budget or supervisory responsibility.

Impact on Community

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

The post holder is responsible for ensuring the school child protection policy is adhered to and concerns raised in accordance with this policy.

An enhanced DBS check will be undertaken.