

Finance & HR Administrator Willowdown Primary Academy

Job description

Summary

- Provide a professional, efficient and effective administrative support service to Willowdown Primary Academy.
- Provide timely financial and HR information required by the Trust and the school governors.
- Support the school in keeping complete and accurate pupil data

Main responsibilities of the role include:

Finance

- Undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems operated by the school in accordance with agreed procedures and regulations.
- Take responsibility for banking and accurate recording of cash/cheques received.
- Ensure all items on orders have been received correctly in liaison with budget holders.
- Assist in administering the school petty cash fund. Ensuring monies are adequately receipted and float replenished and to ensure that the level of petty cash held is correctly controlled.
- Provide support to staff on the production of timesheets, travel claims, orders and any other relevant financial documentation.
- Maintain accurate records and filing to support the Trust and the school in producing regular financial reports.
- Provide help and advice to staff, pupils, parents and external parties as and when required in relation to financial matters.

HR

- Undertake the efficient and accurate preparation, input and maintenance of information and data into the personnel systems operated by the school in accordance with agreed procedures and regulations.
- Support the school's recruitment procedures, including placing job adverts, collating job applications, requesting references, arranging interviews.
- Support the school in appointing staff, including processing of offer letters/contracts of employment and safeguarding matters, drawing up induction schedules, processing NQT documentation and arranging IT equipment.
- Undertake administrative duties in processing personnel changes/amendments and terminations of contracts for staff.
- Support the school in updating and reconciling payroll, ensuring all necessary timesheets and expenses have been processed.

- Maintain accurate staff sickness and absence records, and ensuring appropriate sickness certification is received.
- Update and maintain the cover information system on a daily basis including the liaison with staff in relation to daily cover matters.
- Update and maintain the school's single central record in accordance with agreed procedures and regulations.
- Maintain accurate records and filing to support the Trust and the school in producing reports, including the school workforce census.

Pupil

- Undertake the efficient and accurate preparation, input and maintenance of information and data into the pupil system (SIMS) operated by the school in accordance with agreed procedures and regulations. This will include:
 - Setting up the new academic year, uploading pupil details and producing letters to parent.
 - Processing year 6 leavers and producing files required by new schools
 - Recording exclusions, and producing letters to notify parents.
- Complete end of year procedures and draw up the structure for the new academic year, including updating classes, staff and allocating pupils to classes.
- Support the school in producing accurate reports where required, including the pupil census required by the Department for Education and local authority.
- Support the annual school photo process and administer pupils' milk and fruit orders.

Other

- Be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.
- Ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book.
- Accept and sign for deliveries as appropriate.
- Provide hospitality for visitors to the school.
- Process emails received in the school's inbox.
- Responsibility for general management of the office and ensuring it is clean and tidy at all time
- Any other duties deemed appropriate to the needs of the school that are commensurate with the grading and designation of the post

Safeguarding Recruitment Statement

CAT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Appointment will be subject to a satisfactory enhanced DBS check and references.

Proof of all qualifications will be required prior to an appointment being offered.

CAT is an equal opportunities employer.

Person Specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> At least five GCSE's, which must include at least a C grade in maths and English. 	<ul style="list-style-type: none"> NVQ 2 in Business Administration or equivalent Evidence of personal commitment to CPD. HR/finance related training or qualification.
Experience	<ul style="list-style-type: none"> Experience of developing and administering financial /personnel procedures and systems. Experience of effective team working Experience of planning work programmes to meet deadlines. Experience of setting up and developing databases, gathering data and producing statistical reports in an informative and concise manner 	<ul style="list-style-type: none"> Experience of working within a busy HR/finance environment, preferably in a school or other educational environment. Experience of using SIMS.
Skills and knowledge	<ul style="list-style-type: none"> Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. Possess strong interpersonal skills. Be able to communicate clearly, both written and orally. Effectively read and interpret information, present numerical data in a resourceful manner, and gather and analyse information. Be organised, accurate and thorough in their work. Be dependable, able to follow instructions and respond to management directions. Have good working ICT knowledge including Microsoft Office. Have a willingness to extend skills through appropriate training. The ability to record and analyse data using different systems. An understanding of the importance of confidentiality and the Data Protection Act 1998. 	<ul style="list-style-type: none"> General awareness of book keeping, accountancy software, including invoice and purchase ledger input.
Personal attributes	<ul style="list-style-type: none"> A warm and engaging personality The ability to remain calm A willingness to go the extra mile An ability to quickly adapt to changes 	