

Job Description

Job Title	Office Assistant with Finance
Grade	Scale 10-13
Reports to	Office Manager, Headteacher
Liaison with	School Staff, Parents
Job Purpose	To operate and maintain the online payment system for the school. To be responsible for the administration of our before and after school club (ACE).
Duties Key Tasks	- To function as a member of the administrative team working closely with the Office team. - To manage all online payments using our online payment system, including credit control where necessary.
Financial	- To produce timely reports for Office Manager and Central Finance Team - To manage daily payments and banking.
Administration	- To answer emails and telephone calls, delivering messages throughout the school where necessary. - Welcoming parents and visitors to the school. - To provide general administrative support as required.
General	- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. - To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace - Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy - The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment - The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

PERSON SPECIFICATION
Office Assistant with finance

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of administrative work in a busy office environment
	Knowledge of relevant policies and procedures	Ability to understand school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use computer systems, Microsoft systems (Word, Excel, PPT), databases and other IT applications Ability to use photocopier
Communication	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support the differences in children and adults and respond appropriately in relation to the role
	Health & Well being	Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills Ability to work accurately with attention to detail
	Time Management	Ability to manage own time effectively
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures

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	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance and share knowledge with others