



Job Title:	School Business Assistant	Ref
Faculty/Area:	Finance Team	
Job Family:	Business & Public Services	Grade : 6
Hours:	37 hours, 41 weeks	

Purpose of this role:

To work within the finance team to provide administrative and clerical support in a broad range of business services activities, presenting a positive image of the school.

Key relationships:

The post holder will report to the School Business Manager and the School Finance Officer. The role involves regular liaison with other teaching and support staff in school. The post holder will liaise regularly with external providers.

Key result areas include:

Requisition goods and services, check goods on receipt, process payments and arrange for goods to be delivered across the school.

Obtain quotations for the provision of goods or services in line with School financial regulations and procedures always seeking to achieve 'best value'.

Coding and processing invoices on SAGE ensuring all necessary approval has been sought. Attach supporting paperwork to entries on SAGE and prepare payment runs in readiness for the Finance Officer to check and approve.

To support the School Finance Officer in the management and monitoring of individual nominal codes, external income to the school and funding.

Keep accurate records and reconciliation with monthly bank statements.

Respond to finance queries taking action where necessary.

Process data using school Management Information Systems including SAGE, ParentPay, SIMS, Tali and MyConcern.

Manage the Private School Fund Account and oversee the annual audit process reporting any anomalies to the Operations Manager and School Finance Officer.

Administer the school's on-line parents/carers payment system(s).

Assist with the financial administration of school trips and produce financial updates for trip organisers.

Maintain the school inventory, including assisting in the production of annual returns on equipment held by faculties, preparing write-off reports for governors and deleting obsolete equipment from the school records as and when required.



ALDERCAR HIGH SCHOOL

Support the Finance Officer in the management and monitoring of all SAGE transactions in accordance with the budget setting process. Resolving issues and queries where necessary with appropriate budget holders and ensuring any transfers and virements are completed.

Undertake general finance duties, which will include: processing claim forms, VAT claims, postage, raising invoices.

Administer school lettings when required for internal and external hirers and liaise with all associated parties.

Assist with exam invigilation, provided current workloads allow.

Administration of first aid provided training is given and qualification held.

Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the post.

General Responsibilities:

Job holders at this level carry out a range of tasks using knowledge of processes and procedures, with awareness of other activities as they relate to the job.

They plan and organise own work on a daily / weekly basis, operating within well defined processes. They may be responsible for a specific area of work from start to finish, i.e. aware of when and how tasks are to be undertaken; taking responsibility for completing work and meeting deadlines.

People Management

None

School Policies and Procedures

Actively support the School's Policies and Procedures.

Health and Safety

Ensure own compliance with the School's Health & Safety policy/procedures and that of any resources you have responsibility for.

Risk Management

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.



PERSON PROFILE

Job Title:	School Business Assistant	Ref
Faculty:	Finance Team	
Job Family:	Business and Public Services	Job grade: 6

	Essential	Desirable	Evidence
Experience	<p>Working in a finance role</p> <p>Using ICT effectively for administration, processing data and communication</p> <p>Working in an administrative/clerical role</p>	<p>Previous experience of working in a school environment.</p>	<p>Application form Interview</p> <p>Application form Interview</p> <p>Application form Interview</p>
Skills and knowledge	<p>Knowledge of school policies and procedures including Data Protection, Safeguarding and Finance</p> <p>Familiar in the use of Microsoft Office</p> <p>Health & Safety procedures and safe working practices.</p> <p>Able to process data using school management information systems</p> <p>Effective communication skills</p>	<p>Familiar with SAGE & ParentPay</p>	<p>Application form Interview</p> <p>Application form Interview</p> <p>Application form Interview</p> <p>Application form Interview</p> <p>Application form Interview</p>
Personal Effectiveness	<p>Able to work as part of a team</p> <p>Able to manage own time effectively</p> <p>Have a flexible approach to work</p>		<p>Application form Interview</p> <p>Application form Interview</p> <p>Application form Interview</p>
Qualifications	<p>GCSE Grade C in Numeracy and Literacy / NVQ Level 2/3 vocational qualification relevant to role</p>	<p>Basic First Aid</p>	<p>Application Form Certificates</p>

Aldercar High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrate and share this commitment.