



The Warriner Multi Academy Trust

Office & Finance Administrator

Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Job Information	
Reporting to	Headteacher
Grade	Grade 6 Points 8-13
Salary	£26,824- £29,064 Pro Rata
Hours /Weeks	19.5hrs per week over three days - Term Time Only Plus 5 Inset days

General information:

- To be responsible for undertaking administrative, financial and organisational processes within the school.
- To manage the school's administration system (pupils and personnel) and provide a broad range of administrative support to the Head teacher, teachers and support staff.
- To support the Head teacher in managing the school budget by providing a range of financial and administrative services.

Main duties and responsibilities

General Admin Tasks

- Act as first point of contact for school; provide an information and advisory service to visitors and staff as necessary.
- Maintain the office area promoting a positive image of the school and to ensure that Health & Safety regulations are adhered to.
- Respond to incoming telephone calls, answer queries and take messages, prioritise and pass to relevant staff as required.
- Manage all emails to the office account and respond or pass on information to the relevant staff member as appropriate.
- Manage the school's outgoing post, purchase and maintain stock of stamps according to school's needs
- Develop and maintain the school's filing system



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- Assist the head teacher in producing the weekly bulletin, circulate to parents/carers
- Play a key role in managing school communications, including messages to the school community using the parent mail system
- Provide a full range of secretarial services to the head teacher and manage the head teacher's and school diaries.
- Generate letters for school staff as required.
- Assist in maintaining of school website ensuring that it complies with Department for Education requirements.
- Ensure regular servicing of photocopier and ensure sufficient supplies of paper and toner are kept.
- Complete the attendance module on Arbor (Management Information System) on a daily basis.
- Follow up any unexplained pupil absence with a phone call to parents/carers and record in the absence book.
- Provide support to pupils who are ill at school and contact parents as necessary.
- Jointly preparing for new academic year within Arbor

After School Care Admin

- Enter childcare voucher payments into Arbor
- Process ASC payments
- Assist ASC playleader in chasing arrears/ clarifying parent queries as to what is owed
- Assist ASC admin in adding last minute additions to ASC register
- Archive ASC file at end of academic year

Breakfast Club Admin

- Set up booking sessions for each half-term on Arbor
- Review completed weekly registers and ensure match in Arbor registers – amending charges appropriately.
- Send invoices for any food consumed
- Chase parents for overdue payments.

Nursery Admin/Admissions

- Manage enquiries from prospective parents & liaise with Head to book tour
- Manage open morning admin
- Process admissions admin
- Manage all Nursery admin within EYFS portal and Nursery registers



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Finance

The MAT currently uses PS Financials as the finance software and HCSS as the Budgeting software.

- Release Purchase Orders as required and enter Goods Received Notes into PSF.
- Maintaining records of the transactions, goods receipting, coding and passing invoices to the WMAT Finance Team for payment/processing
- Process income and create necessary paperwork for banking/ cash collection, addressing any local issues as needed.
- Raise invoices for musical instrument tuition and chase any outstanding payments.
- Reconcile local bank account and credit card on a monthly basis.

Nursery Finance

- Process invoices/payments for Nursery using EYFS portal
- Raise invoices/chase outstanding monies for private nursery hours
- Process/collate OCC Termly funding notifying OCC of any mid term changes

Personnel

- Support the Head teacher in arranging supply cover as necessary.
- Update Arbor with staff details
- Collate monthly supply cover and overtime claim forms as necessary and scan to HR for processing
- Record staff absence data in Arbor and inform HR of all absences
- Maintain limited personnel records (evidencing documentation upon interview)
- Liaise/Scan to HR evidencing documentation for new starters
- Produce and submit the annual School Workforce Census.
- Maintain the Single Central Record updating WMAT HR when changes occur
- Setting up access authorisations for staff in Arbor

Premises / Health & Safety

- Liaise with Warriner MAT site team for any matters relating to repairs and maintenance and health and safety.
- Maintain a record of training taken and organise training as required.
- Support in preparing for all Health & Safety audit visits.



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- Carry out any additional office-linked duties related to Health & Safety as detailed in the WMAT Health & Safety Policy
- Assist with Fire Drill evacuation and recording
- 'Snow tree' and emergency school closure updates

Pupil Records

- Produce and submit School Census 3 times a year.
- Support the administration of Statutory Assessment Tests and input and submit assessment results as required.
- Maintain and update pupil records in Arbor, including SEND
- Limited admin input on Arbor for Wraparound provision

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. The post holder may be required to carry out any other duties that are necessary to fulfil the purpose of this job.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

Signed _____ Employee

Date _____

Signed _____ Line Manager

Date _____



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All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order to identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).



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Person Specification

Person Specification	E = Essential D = Desirable S = Will be used to shortlist candidates
Experience and qualifications: <ul style="list-style-type: none"> • Experience of working in a busy environment • A basic knowledge of the financial workings of a school working in HCSS and PS Financials – training will be given • Some knowledge of budget management and accounting techniques • Experience of administration and IT • Experience of dealing with Staff, Students and Visitors in person and on the telephone • Ability to use Microsoft Word and Excel • Ability to prioritise workloads • Good organisational and communication skills • First Aid Qualification 	D D D S E S E S E S E S E S D
Skills: <ul style="list-style-type: none"> • Ability to work under pressure in an organised and methodical manner • Ability to work accurately and maintain efficient record keeping systems • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and objectivity in dealing with confidential issues 	E S E S E S E S



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<ul style="list-style-type: none"> • IT applications, Microsoft Word and Excel • Excellent interpersonal skills and the ability to relate to a wide range of people. 	E S E S
Personal Qualities: <ul style="list-style-type: none"> • A confident, friendly and helpful manner • An awareness of and commitment to meeting the needs of staff, students and parents • Ability to deal sympathetically with both students and adults • Ability to use discretion and have an understanding of the importance of confidentiality • Good communication skills both verbal and written • Ability to work as part of a team and as necessary independently acting on own initiative • Ability to work under pressure and remain calm in different situations • Adaptability and flexibility • Ability to demonstrate commitment to Equal Opportunities • Understanding of GDPR /Data Protection and data security issues relevant to the post. • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 	E E E E E E E E E E E