

Job Description



Blossomfield Infant & Nursery School



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Name	Blossomfield Infant & Nursery School
Post Title	Finance/Admin Assistant
Salary Band/Range	Band B; Term Time 38 weeks, 16 hours per week;
Responsible to	School Business Manager and the Headteacher

1.	Job Purpose
Provide a confidential and efficient support service in the areas of Finance and HR within the business support functions of the School.	
2.	Key Responsibilities
2.1	Main Duties
<ul style="list-style-type: none"> • Undertake a wide range of financial tasks as required by the School Business Manager be able to work under own initiative. • Maintain and update computer records for a variety of school functions including computer packages such as Oracle. • Use Microsoft Excel and Word to produce school documents such as Petty Cash spreadsheets, Voucher Reconciliation spreadsheets. • Cash handling for Petty Cash claims and Charity Collections. • Annual return to Charity Commission in liaison with Parent Association • Purchase Order processing and invoice payments. • Complete HR documentation for payroll claims and absences. • Resolve problems as they arise. • Provide cover for other office staff members during periods of absence following negotiation. • Attend team briefings as necessary. • Continue to develop your own skills by attending training courses as deemed necessary. • This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post as this is a varied role. 	
2.2	People
Create a team culture within the administration/finance team, liaising with the Business Manager and other team members on a regular basis.	

	2.3	Safeguarding
		School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	2.4	Financial
		Liaise with the Business Manager with regard to policies and financial practices in targeted areas of responsibility. Comply with the Local Authorities Scheme for the Financing of Schools. Comply with the recommendations made by Audit.
	2.5	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.6	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.		Other Conditions
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	M B Farkas, Headteacher
Date:	February 2025

Person Specification



Blossomfield Infant & Nursery School

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Finance/Admin Assistant
Salary Band/Range	Band B
Responsible to:	School Business Manager and the Headteacher

	Essential Criteria	Desirable Criteria	Measured by
Education & Qualifications	GCSE Grade A to C Maths & English or equivalent or NVQ3 in Business Administration or equivalent		Application Form and certificates

Skills & Abilities	Understanding or working with finance, VAT and cash		Application Form/Task
	Ability to communicate clearly and confidently with people at all levels		
	Able to work with minimum supervision, using own initiative		
	Ability to conduct arithmetic calculations		
	Ability to record written and numerical information accurately and reliably		
	Ability to work under pressure and prioritise workloads and meet deadlines.		
	Ability to produce reports, and word processing documents		
	Ability to read and understand comprehensive documents and to relay this information correctly		
	Ability to be organised		
	Good telephone skills		
	Able to operate in a team environment		

Experience & Knowledge	Experience in a Finance/Admin Role	Experience in a school office.	Application Form/Task
	Experience of Office Practice	Experience of a Management Information System such as Oracle	
	Experience of Microsoft Office Excel and Word	An awareness of equal opportunities issues Understanding of Local Government/ Schools	
	Experience of working in a customer focused environment	Experience of reading and understanding Government Legislation	
	Experience of paying particular attention to detail		

Core Qualities	Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity.		Application form and Interview
	Communication: shares and listens to information, opinions and ideas, using a range of effective approaches.		
	Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.		
	Service Delivery: understands customer needs and responds appropriately.		

Other Requirements	<ul style="list-style-type: none"> • Tactful and courteous • Open, willing and flexible manner • Customer focused attitude 		Application form and interview
---------------------------	---	--	--------------------------------

Compiled/Reviewed by	M B Farkas
Date	February 2025