



Job Description for the post of

**Attendance, Finance &
HR Administrative Officer**

Responsible to:

**The School Business Manager
& The Headteacher**

The Coppice Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details:

Salary: Support Staff Pay Scale Point 7 to Point 13, depending on experience.

***This description applies to scale points 7 – 11. For pay to be on scale points higher than this (as per job advert) i.e. points 12 – 13 there will need to be additional management responsibilities negotiated (based on experience) at the recruitment stage.**

Hours: 35 hours per week. being 8.00 to 15.45 each day (Monday – Friday) with a 45-minute lunch. This will be a Term-Time plus TED days role. Some flexible working to accommodate holidays and evening working. Potential overtime if agreed by both parties

Contract type: Part-Time, Permanent

Reporting to: The School Business Manager

Responsible for: No line management responsibilities

Main purpose:

The Attendance, Finance & HR administrator is responsible for supporting with specific Attendance, Finance & HR functions of the school, whilst also supporting other administrative and organisational processes of the school.

The individual will be part of the school office team, who work together to deal with Parent/Carer communications, pupil needs and other office interactions. For clarity, this role is expected to be the second in line for office tasks, after the Reception and Communications Administrator. This role involves being the initial point of contact for parents, visitors and other stakeholders so the individual will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

Duties and responsibilities:

Attendance administration:

- On a daily basis, ensure that all registers have been taken on the Management Information System ("MIS"), that late marks and absences have been inputted accurately and timely, chase up unexplained absences and print registers each day
- Monitor the late arrival of pupils and contact Parents/Carers to identify reasons for non-attendance (within two weeks of the absence) ensuring all safeguarding procedures are followed.
- Inform Education Welfare Office ("EWO") when registers have been updated and of any attendance concerns on a daily basis
- Oversee the leave of absence request process, liaising with the Deputy Headteacher and EWO, and recording details within the MIS
- Keep pupil files up to date with regard to letters and medical evidence from Parents/Carers by scanning it onto the MIS and informing the EWO
- Ensure all manual registers are up to date and ready for the start of each new year
- As an MIS super-user, support end-users with attendance reports from the MIS, when requested
- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary

Finance and procurement:

Procurement & Supplier Management:

- › Support robust Procurement processes for invoices on account and debit card purchases
- › Superuser within Finance System, in relation to Purchase Ledger, Purchase Order Processing & Purchase Invoice Processing
- › Maintain supplier accounts, creating and maintaining standing data in line with received communications
- › Check deliveries received to orders processed, highlighting any variances to the requester and following up with the Supplier
- › Process Purchase Orders and Purchase Invoices
- › Order, monitor and manage classroom resources (e.g. Exercise Books), ensuring best value following the school's purchasing processes
- › Research and negotiate annual staff absence insurance. Manage Staff absence claims

Customers & Sales Invoicing:

- › Support robust Debtor processes for Lettings & other sales accounts
- › Superuser within Finance System, in relation to Sales Ledger and Sales Invoice Processing
- › Maintain customer accounts, creating and maintaining standing data in line with received communications
- › Raise sales invoices to customers
- › Assist with credit control activities

Banking & Cash Management

- › Manage and reconcile staff bank account
- › Collect, record and issue receipts for payments from Parents/Carers
- › Superuser with relevant Parent/Carer payment systems (e.g. ParentPay) to support accurate management of these systems

Other

- › Manage "Finance@" mailbox
- › Carry out financial administration in line with the school's procedures
- › Support with External Auditors

Lettings:

- › Support robust process & procedure management for Lettings
- › Manage the booking system and calendars for Lettings, keeping data up to date for Site Management team
- › Keep Lettings procedures, such as Lettings Policy and Conditions of Hire up to date
- › Manage relationship with regular Lettings
- › Liaise with ad-hoc Hirers with regard to price, availability and conditions of hire
- › Keep a record of all Lettings and issue invoices
- › Maintain records necessary as part of revenue-share agreement with St. Mary's Church

Human Resource Administration:

Recruitment:

- › Ensuring that post adverts, job descriptions and person specifications created by the Senior Leadership Team are posted on the designated recruitment websites e.g. DfE site
- › Forwarding received applications to the appropriate member of the Senior Management Team

- › Support Senior Management Team to organise interview timetables and liaise with candidates as necessary

On-Boarding:

- › Check prohibition register for teachers and managers
- › Process DBS checks and record on the Single Central Record
- › Ensure all staff have confirmed receipt of and read safeguarding policies, Code of Conduct, GDPR Policy, Acceptable Use Policy and Online Safety Policy
- › Ensure Health Questionnaires are completed
- › Support School Business Manager with managing contract details and contact details within Edupay
- › Enter details of new appointments on SIMS
- › Arrange MIS access, network logins and email addresses
- › Arranging for staff to come in to receive induction activities e.g. Health and Safety training
- › Complete other recruitment tasks as necessary to support effective recruitment in line with policy requirements
- › Create lanyards for new staff and visitors, including work placements

HR Administration:

- › Book Training courses for all staff, as requested
- › Manage locker keys and pigeon holes
- › Manage BUPA administration
- › Manage car park access cards

Website:

- › Superuser on the website administration system
- › Manage and update all aspects of the school website, other than Internal Clubs and Newsletters

General Office Administration:

Reception

- › Act as one of the first points of contact for Parents/Carers and visitors arriving at the school
- › Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- › Escort children to classrooms and collect children from classrooms as needed
- › Take items brought into school to classrooms as needed
- › Support children with First Aid incidents
- › Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- › Seek support from other colleagues where necessary to respond to complex enquiries
- › Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- › Assist staff and pupils with the information and support they need
- › Assist with managing the school's email inbox ("Office@"), ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- › Assist in managing communications portals, such as any Text Messaging service.
- › Write and send email responses that are professional and uphold the school's vision and values
- › Update and maintain the school calendar
- › Update the MIS with amended details

Other

- › Maintain the operation of the printers and photocopiers to ensure they are ready to use at all times, resolving any issues as necessary
- › Report any issues with the school's IT systems
- › Provide administrative support to staff as needed
- › Carry out filing, printing and photocopying, as needed
- › Assist with organising the arrangements for both internal and external meetings and events e.g. Parents' evenings and Grove Partnership meetings, including the organisation of rooms and equipment, and providing refreshments as required
- › Assist with marketing and promoting the school
- › Any other duties at the reasonable discretion of the Headteacher and/or School Business Manager to meet the changing needs of the school

Security & Safeguarding:

- › Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- › Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- › Contribute to the safety of children and young people and protect them from harm

Other areas of responsibility:

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role
- › Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy

Person specification: Administrative Officer



| CRITERIA | QUALITIES |
|------------------------------------|--|
| Qualifications and training | <ul style="list-style-type: none"> • Finance understanding of basic book-keeping and Procurement processes • First aid training (or willingness to complete it) |
| Experience | <ul style="list-style-type: none"> • Working in a Finance environment, completing Procurement activities (Essential) • Working in a HR environment (Desirable) • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team |
| Skills and knowledge | <ul style="list-style-type: none"> • Sound financial understanding • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and act accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding |
| Personal qualities | <ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times, within and outside of school • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively • Ability to build strong personal relationships with staff, Trustees, Parents/Carers and pupils |

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: [date when this document was last reviewed]

Next review date: [date when this document will next be reviewed]

Headteacher/line manager's signature:.....**Date:**.....

Postholder's signature:.....**Date:**.....