



## **Imberhorne School**

### **Role Profile**

#### **Job Details**

<b>Job Title:</b>	Finance and Administrative Assistant
<b>Salary/ Grade:</b>	NJC Grade 3
<b>Hours:</b>	10hrs pw TTO
<b>Contract Type:</b>	Permanent
<b>Reporting to:</b>	Business Manager

#### **Main purpose**

Under the direction of the Business Manager, the Finance Assistant will undertake a range of duties that support the day to day maintenance of the school financial systems and processes.

#### **Duties and responsibilities**

##### **Operational**

- Undertake general financial administration such as processing orders, collecting monies, banking etc
- Data input into the schools MIS system
- Respond to a range of enquiries, both email and face to face, from staff and parents
- Assist with maintaining the finance filing system, ensuring that records are suitable for auditing purposes
- To assist with other general administration tasks as required

##### **General**

##### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Uphold the highest levels of confidentiality, professionalism and integrity so that every engagement contributes to a positive outcome for students, parent/ carers, colleague and other professionals

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- At all times act in accordance with the schools Health and Safety policies, procedures and good practice guidance, following clear reporting lines and instructions.

## **Professional development**

- Take personal responsibility to update knowledge and understanding by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

## **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

## **Other areas of responsibility**

- The post holder may be required to work outside of normal working hours to support school events, meetings and emergencies.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person Specification

Criteria	Qualities	Requirements
Qualifications and experience	Equivalent of GCSE A-C in English and Maths	Essential
Skills and Knowledge	Good understanding of day to day administrative activities within a finance environment and the skills to undertake these with speed and accuracy.	Essential
	Knowledge of a range of IT applications and the practical ability to utilise these efficiently within the workplace.	Essential
	Working knowledge of finance systems and processes, including the use of a Management Information System (MIS)	Desirable
Personal Qualities	Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict.	Essential
	Able to work autonomously, organising and prioritising work, even when under pressure, to meet deadlines and unplanned situations.	Essential
	Able to work flexibly and constructively a part of a team, contributing to maintaining a positive and enabling environment	Essential
	Commitment to enhancing and developing skills and knowledge through CPD.	Essential