

KENTS HILL PARK SCHOOL

JOB DESCRIPTION FOR: Finance & Administration Assistant

Objectives:

- To support the School, Headteacher and Office Manager in the effective and efficient running of the School and Trust systems and processes.
- To be a professional and friendly first point of contact for parents, pupils, staff and all other school contacts.

Key Responsibilities:

This is a varied and exciting role which includes but is not limited to the responsibilities as follows:

- Working effectively as part of the administration team, supporting other colleagues in their roles and participating in relevant training and professional development.
- Assist with financial administrative support including but not limited to purchase orders, finance queries, customer invoicing and supplier invoice reconciliation, in line with the KET policies and procedures.
- Undertake reception duties, operating the switchboard, managing messages accurately and efficiently and dealing with face-to-face enquiries and signing in of visitors.
- Administer school office emails efficiently, ensuring information is forwarded to the correct people.
- Provide general administrative support using Microsoft Word, Excel, SIMS and other software packages.
- Provide student support with any queries.
- Point of call for sick pupils and administer first aid in line with school and KET policies and procedures.

All Trust employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Contribute to the overall ethos and aims of the school.
- To adopt a professional attitude at all times
- Ensure health and safety and good behaviour of pupils at all times.
- Establish productive relationships with pupils, acting as a role model and setting high expectations in encouraging pupils to be polite and respectful.
- Be aware and comply with all policies relating to Safeguarding, confidentiality and data protection
- Clear awareness of how your work contributes to the Every Child Matters Agenda

Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

Signed	Date
Signed <i>(Headteacher/Line Manager)</i>	Date