

Manford Primary School Job Description

MATERNITY COVER from 1st December 2025 – 30th September 2026 (initially)

Job Title: Admin & Finance Assistant
Grade: LBR4, SCP 7-10
Hours: 36 hours per week, 39 weeks per year (includes 5 inset days) plus 2 weeks during holidays
Reports to: School Business Leader, Headteacher

Job Purpose: To provide general administrative support to the school including finance and pupil administration

Finance

- Administration of purchase orders and general ordering
- Inputting of purchase orders and commitments into Arbor Finance
- Checking off of deliveries, invoices, inputting into Arbor Finance
- Assist with finance administration and reconciliations; general typing and admin, filing

Administration

- Undertake reception duties as required, answering general telephone and face to face enquiries and visitor management
- Assist parents, pupils and staff
- Maintain records and information systems and maintain pupil records
- Produce information, letters and data as required.
- Provide admin support to staff, pupils and others
- Administer online payment system – setting up system for trips, administering payments
- Assist with school meal system and paperwork
- Stock administration within school
- Pupil medical needs/plans

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To participate actively in supporting the principles and practice of equality of opportunity as laid down in the school's policies.
- To maintain confidentiality at all times.
- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts and omissions and to comply with all health and safety legislation and school Policy as appropriate.
- Any other duties as requested by the School Business Leader or Headteacher that fall within the scope of the role