



Learning together

**Finance/Admin Officer
Job Description**

Purpose of the Job:

- To provide confidential, financial and administrative assistance to the Head of School and School Business Lead. To be responsible for ordering supplies and entering financial details for contractors and other suppliers to process invoice payments.
- To assist in the management of the school's financial processes, ensuring Local Authority and school procedures are adhered to.
To be committed to the safeguarding and promotion of the welfare of children and young people

Responsibilities:

1. Clerical Responsibilities:

- Deal with telephone enquiries/complaints, attempting to resolve minor matters, ensuring that complaints are dealt with tactfully, and ensuring that more serious matters are referred to the appropriate member of staff.
- Maintain and monitor authorisations for FSM, liaise with the Free School Meals Department and parents on related matters.
- Liaise with the school catering service and parents/carers over outstanding dinner monies owed.
- Be responsible for co-ordinating/signing documents correctly with specific members of staff, before entering orders onto Arbor Finance. Ensure each item is coded correctly by obtaining financial coding from the School Business Lead.
- Assist parents in using Arbor and train staff members on various systems.
- Be responsible for overseeing the unpacking and checking deliveries against the delivery note, ensuring that all goods are distributed to the relevant department.
- Reconcile delivery notes with invoices, advising the SBL of possible errors.
- Cover the office duties in the absence of other members of the Admin team within the level and scope of the grade of this post.
- Duplicate, file and retrieve documents as required, including confidential information.
- Maintain all photocopiers, order supplies, call out repair maintenance and record readings.
- Manage the administration of all school trips.

2. Safeguarding and child protection:

- Be fully aware of and understand duties and responsibilities arising from the Children's Act 2004 and Keeping Children Safe in Education 2026 in relation to child protection and safeguarding children and young people, as this applies to the role within the school.
- Ensure that the Designated Safeguarding Lead is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection, and that any concerns are recorded on CPOMS immediately.

3. Finance:

- Be responsible for all matters relating to the processing of invoices.
- Manage all aspects of purchasing, tracking and paying for orders and services and purchase card transactions.
- Ensure proper banking of all money.
- Prepare invoices for Breakfast & Afterschool clubs and all other externally run clubs.
- Manage debt collection for school dinners and Breakfast & Afterschool clubs.
- Prepare financial information such as the monthly reconciliation for school funds.
- Be responsible for co-ordinating with the Local Authority.
- Provide information reports to the School Business Lead.
- Maintain financial information on all school activities.
- Monitor and oversee the ordering of supplies, ensuring all Local Authority and school procedures relating to checking and coding are adhered to.
- Ensure value for money when placing orders for supplies and repairs.
- Administer school funds, ensuring the Local Authority and school's regulations are adhered to.
- Reconcile all bank accounts.
- Have responsibility for the receipt, safekeeping and banking of all monies received by the school.
- Receive monies for safekeeping and assist with banking procedures.
- Ensure all assets are security marked and accurately recorded on the Inventory system.

4. Welfare Responsibilities:

- Cover First Aid when necessary.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.

5 Information Technology:

- Ensure compliance with the Data Protection Act.
- Fully competent with Arbor.
- To be fully conversant with Word and Excel and operate all IT systems within the department.
- Word process general and confidential correspondence as requested by the Executive Head-teacher, Head of School and School Business Lead.
- Adhere to the Acceptable Use Policy and Data Protection Policy
- Collect, extract and collate data to deadlines, as requested by the Executive Headteacher, Local Authority and the DfE.

6 General Duties:

- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to the safeguarding team.
- Attend and participate in regular meetings.
- Contribute to the overall ethos/work/aims of Oakdale Junior School.
- Establish constructive relationships and communication with all staff and other agencies and stakeholders.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Cover office duties, within the grading level of the post.
- Ensure compliance with appropriate legislation, Council Policies, Financial Regulations and other requirements of the Council.

- Support the school nurse, school photographer and other visitors to the school in carrying out their proper functions.
- Share expertise and skills with others.
- Appreciate and support the role of other professionals.

The above mentioned duties are neither exclusive nor exhaustive, and the post-holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post-holder.