

Part Time Finance and Administrative Assistant

Holy Trinity CE (A) Primary School, Cuckfield

ADMIN AND FINANCE ROLE – 8.30AM -15.30PM (19.5 HOURS PER WEEK – 3 FULL DAYS IF POSSIBLE)

Rate of Pay: Grade 4 depending on previous experience: (£17,681 – £18,319 Full Time Gross Salary Equivalent (salary paid will be pro rata number of working hours, term time only)



Job Description

This is a dual role to provide finance and administrative, organisational services to the school

Key Skills & Qualities for Finance and administrative Assistant:

- Exceptional organisational skills, work with a high level of accuracy and attention to detail
- Confident in the use of Word and completely proficient with the use of Excel
- Knowledge of FMS or any other accounting system would be desirable
- At ease with use of various software and proactive in learning new platforms like parentpay. Knowledge of parentpay would be desirable but not essential.
- Knowledge of SIMS desirable
- Flexible, friendly and approachable as the welcoming face and first point contact of the school
- Respond to reception and visitor enquiries
- Liaise with pupils, parents/carers
- Liaise with other staff and external agencies
- A high degree of confidentiality is required for this post.
- Organise arrangements for school visits and events
- Analyse and evaluate data, information and run reports
- Process forms, returns, etc., including those to outside agencies
- Organise orders and check goods for the school
- Contribute to the planning and development of administrative procedures and systems
- Demonstration of tasks to other colleagues as required

Key Responsibilities would be as follows :

- Input all orders on the accounting system
- Input all invoices in the accounting system and allocate appropriately to the right ledger codes and costs centres
- Go to bank every week to bank cash and cheques – Keep records for reconciliations
- Checking statements for unpaid/unprocessed invoices and chasing duplicates
- School Trips: calculate cost of all planned trips and activities – Book and organise all school trips – Organise the collection of voluntary contributions through Parentpay system.
- School meals: operate all aspects of Parentpay for the school meals and provide appropriate reports to the kitchen (i.e input new menus, cancel school meals, organise packed lunches for trips) – Make sure that the database is up to date.
- Liaise with school staff for organisation and billing of school lunches
- Target Tracker: September/Adhoc - Run reports in SIMS to update contextual data in TT. This is done weekly, when children start or leave the school, and when pupil data change - Prepare the autumn and spring term interim reports for the whole school.
- Set up online and manage Sign up Genius for school productions, nativity tickets, parents/carers consultations and extra curriculum activities
- Organise all the termly extra curriculum activities/clubs and administer the paperwork as well as communication with parents/carers.
- Undertake any other responsibilities to support the office.
- Undertake other duties as necessary for the Headteacher/Office/ MMS lead.

Holy Trinity CE (A) Primary School
Glebe Road
Cuckfield
West Sussex
RH17 5BQ
01444 454295

office@htprimary.co.uk



Person Specification

Experience

Desirable	Any experience in primary educational settings (paid or voluntary)
Desirable	Previous experience working in a Finance setting

Qualifications/Training

Desirable	First Aid Training
Essential	Accounting qualification or experience if possible

Personal Qualities

Commitment to providing a high quality service at all times – Meticulous and precise with numbers

Commitment to meeting the needs of pupils, parents/carers, staff and Governors

Commitment to promoting the Christian ethos of the school

A flexible approach to work

Good sense of humour

Skills and Abilities

Good interpersonal and communication skills

Good organisational skills

The ability to:

- Maintain appropriate level of confidentiality
- Handle difficult situations sensitively
- Maintain a commitment to equal opportunities.
- Work as a member of a team whilst using your own initiative
- Stay calm and “think on your feet”.
- Keep accurate and up to date records
- Undertake safeguarding training
- Assist the staff team in creating a positive learning and working environment

References will be collected for short-listed applicants prior to interview.

All posts are subject to successful DBS, Disqualification by Association Check and Health Check. The successful candidate will be subject to a satisfactory probationary period.

Holy Trinity CE (A) Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all governors, staff and volunteers to share this commitment.