

Brent Specialist Academy Trust - Job Description

TITLE:	Administrative Assistant
REPORTING TO:	Head of Finance and Administration
LIAISING WITH:	Senior Finance Officer and Senior Administrator
WORKING TIME:	Term time only + 2 weeks, 36 Hours per week
SALARY/GRADE:	Grade 4/5
DISCLOSURE LEVEL:	Enhanced

KEY RESPONSIBILITIES

Provide support to the Senior Finance Officer and Senior Administrator

Under the supervision of the Senior Finance Officer

- Maintain manual and computerised financial records
- Undertake financial administration such as placing orders, invoicing, preparing cheques, issuing receipts etc.
- Deal with queries from budget holders
- Deal with financial queries from external bodies, suppliers, parents and staff
- Ensure procurement is in line with the school's procedures and achieves best value
- Assist with the preparation of school monies and make appropriate arrangements for banking
- Assist with the issuing of invoices and collection of monies due to the school
- check full receipt of orders
- Ensure all financial administration is carried out in accordance with appropriate EFA and school financial regulations and policies

Under the supervision of the Senior Administrative Officer

- Assist with the Administration of the annual review process.
- Update student/parent details on the schools database.

- Deal with enquiries to the school office in person and by telephone
- To undertake administrative tasks of a general nature e.g. filing, printing, scanning etc.

Other specific duties

- Acknowledge the need for and practice the highest standards of confidentiality, in regard to handling sensitive information pertaining to students, staff or organisational matters / issues
- Play a full part in the life of the school community, supporting its distinctive vision, mission and ethos, encouraging and ensuring staff and pupils follow this example, including representing the school in a professional and positive light at all times and to all stakeholders
- Be fully compliant with the school’s safeguarding policy and contribute to the safety and supervision of pupils on site
- Comply with any reasonable request from the leadership team to undertake work of a similar level that is not specified in this job description

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Signed Date: