

**Metropolitan Borough of Calderdale  
Savile Park Primary School**



**Job Description**

**Post Title:** Admin and Finance Officer

**Grade:** Scale Point 4

**Responsible to:** Head teacher & School Business Manager

**Liases with:** Staff; parents; pupils; the Governing Body; LA; and suppliers.

**Main purpose of job:**

- Actively upholds school rules and policy procedures.
- Responsible to the Headteacher, and School Business Manager, although it is expected that the Admin and Finance Officer will work with a large degree of independence.
- To undertake duties as reasonably directed by the Headteacher and School Business Manager.
- To order meals and liaise with school catering staff as and when required. Collect monies for same and record meal entitlements/cancellations and outstanding monies as and when required. To follow up and record Free School Meal entitlements.
- Assists with the day to day handling of the school budget i.e. dealing with orders, making payments (either via BACS or Cheque).
- Is responsible for the collecting, accounting and banking of cash received e.g. School trip monies; school photographs income; events income and uniform income.
- Ensures information is accurately recorded on the relevant SIMS software, including the recording of income.
- Manages the school's lettings diary and organises monthly invoicing for lettings.
- Ensures that records of all fixed assets within school and of goods disposed of is maintained liaising with the School Business Manager.
- Supports the upkeep of the school's inventory.
- Work with teachers in booking and paying for of School Trips/Residential visits.
- To set up and maintain spreadsheets as required.
- Assist with general office duties, answering phone, recording absence, ensuring messages are passed on correctly and timely.
- Undertakes any other relevant duties which may fall within the purview of the post as reasonably directed.
- Willing to undertake relevant training as required.
- Cares for own office space and equipment.
- Ensures hospitality for school visitors.

### **Decision Making**

- Assists the School Business Manager in ensuring that the main office is staffed at all times between the hours of 8:00am and 3:30pm during term time.
- Ensures that relevant documentation is available for audit
- Attend meetings as required by the School Business Manager.
  
- To work within the team and share good practice.

### **Contacts**

- Pupils and parents
- All staff based in school
- The Governing Body
- Officers of the LA, inspection services, support services and other Calderdale employees; Inspection, training and support providers other than Calderdale LA employees
- Other professionals and agencies (e.g. DFE, OFSTED, HMI etc)
- Supply staff, visitors, caterers etc

Name of Post Holder: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

*This school is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expect all staff and volunteers to share this aim.*

*This position is subject to criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions from your application form.*