**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Post** | School Secretary/Finance Assistant |
| **Grade** |  |
| **Responsible to** | Headteacher |

Purpose of the Job

To support the School in attaining its aims and objectives by providing an effective secretarial, and administrative service within the establishment and assisting the Headteacher in the preparation and monitoring of the school's budgetary provision to ensure proper accounting of all school finances. Such decisions include, planning and prioritising, allocating and organising work to ensure the smooth running of the administrative function.

Main Responsibilities

1. Maintain, operate and review efficient administrative support systems in accordance with approved criteria and resources to meet the needs of the school.
2. Provide a timely and effective secretarial and administrative support service to the Headteacher of the school in accordance with good secretarial practice.
3. Co-ordinate the work of clerical assistants delegating tasks as appropriate.
4. Maintain records and systems in accordance with approved regulations and standards to assist the Headteacher in the efficient management of the budget. Advising on budget position and budget preparation having an oversight of all accounts - reporting difficulties to Headteacher.
5. Management of school fund and associated bank account ensuring audit carried out at year end.
6. Managing ‘Key Solutions Cash Accounts’ for school budget and reconciling spreadsheets of school expenditure and assisting in budgetary forecasts.
7. Carryout ordering/invoicing procedures in accordance with financial regulations to assist with the maintenance of budgetary commitment.
8. Ensure adequate arrangements for the safe collection, accounting and banking of all monies in accordance with approved regulations.
9. Operation of school letting policy, taking bookings and invoicing for use.
10. Ensure the effective reception of all visitors and telephone enquiries to the establishment in accordance with standards and procedures required.
11. Inputting payroll information, producing variation sheets. Keeping a record of sickness and absence for all staff, both teaching and non teaching and completing relevant forms.
12. Operating all computerised data systems including the pupil and staff records and finance/budget information records.
13. Locating, collating analysing and presenting basic numerical information.
14. Maintain School Fund account.
15. Operate reprographic equipment in order to provide a timely and efficient service in accordance with the standards required by the Head.
16. Administer first aid.
17. Liaise with school nurse/doctor and parents to arrange medical appointments.
18. Liaise with Education Welfare Officer.
19. Maintain filing systems.
20. Any other duties consistent with the post.

Variation Clause

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.