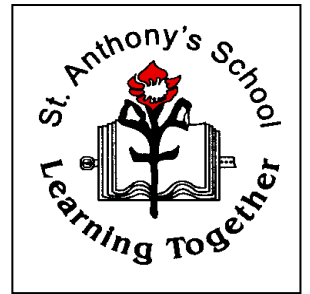


ST. ANTHONY'S SCHOOL
JOB DESCRIPTION



NAME:

JOB TITLE: Office Administrator and Finance Assistant

JOB PURPOSE: To assist School Business Manager with financial admin tasks and to assist the Headteacher and the staff of St Anthony's School by providing a clerical service and administrative support

ACCOUNTABLE TO: Headteacher, SLT

DIRECTLY RESPONSIBLE TO: School Business Manager

HOURS OF WORK: 37 hours per week Term Time plus one week INSET

KEY ACCOUNTABILITIES:

1. Supporting the school:

- Develop a relationship which fosters links between home and school.
- Liaise, advise and consult with all members of staff supporting the pupils, when asked to do so.
- Attend relevant staff training and development.
- Be aware of school procedures.

2. Office Administration

- Maintain records and files.
- Answer telephone and pass on messages, as appropriate.
- Deal with visitors to school and enquiries at reception

- General office duties
- Support pupils with queries
- Contact parents or other agencies, as necessary.
- Pupil milk ordering and monitoring
- Census preparation
- Type and update plans, policies, letters and handbooks as advised
- To support in the Administration of the Annual Review process.
- Maintain and update pupil database as required
- Carry out word processing and desk top publishing as necessary.
- Take minutes of meetings when required.
- Answer telephone and pass on messages, as appropriate
- Support the leadership team in the use of e-mail and communication through the school internet
- Show visitors around the school and make refreshments where Appropriate.
- Receive visitors (by appointment, or otherwise), and supervise the management of the signing in and out procedures
- Contact parents or other agencies, as necessary.

3. Finance Assistant

- Process orders, create Purchase Orders and process invoices using Bromcom. Ensuring within budget and following the formal authorisation process.
- Order equipment and resources and deal with returns/queries
- Prepare cash for banking
- Raise invoices as required
- Collate payments for trips, income for pupil activities.
- Update supplier details on Bromcom to ensure up to date including contact details and payment details.
- Prepare and run the Census
- Process grant paperwork
- Order weekly supermarket shop
- Administration for minibus driver records, training and compliance.
- Keep milk records and orders up to date. Monitor stock levels.
- Staff mileage claims.
- Free School Meal (FSM) checks and liaise with FSM Team

4. Additional Notes

The duties of the post vary from time to time as a result of new legislation, changes in technology or policy changes and in that case appropriate training may be given to enable the postholder to undertake new/varied work.

The job description sets out the major duties associated with the stated purposes of the post. It is assumed that other duties of a similar nature/level are included even if they are not itemised within the description.

October 2025

Signed: **Post Holder**

Date:

Signed: **Headteacher**

Date: