

**Job Description:** **Accounts and Administration Assistant**

**Responsible to** The Business Manager

**Hours worked**

- Full-time, 37.5 hours per week, 9am to 5pm, Monday to Friday, term time including INSET plus 10 days in the Summer holidays.

**Purpose**

- To support the Finance department in managing Accounts Payable and inputting of extras and trips through our school portal.
- To record monitor staff absence, CPD and holiday records.
- To assist the Heads PA with the smooth running of the school office and general administration.
- To post social media posts and news stories on the website, preparation of the bi-termly newsletter and place adverts and editorials in chosen periodicals.
- To be responsible for the school minibuss transport system including bookings and fleet management of the minibusses.

**Principal  
Responsibility  
Areas**

**KEY RESPONSIBILITIES**

**Financial & HR**

- Input invoices on Sage in accordance with purchase orders, and the school's finance policy.
- Work with the Finance Officer to process Accounts Payable, including processing and authorising of payments.
- Reconcile school company credit card(s) and staff expenses and input on Sage.
- Assist the Finance Officer with accounting for school trips and extras as necessary.
- Archive filing of Accounts Payable records and assist with year-end reconciliations.
- Manage the school's on-line accounts (eBay, Amazon, PayPal etc) and Fuel Cards.
- Record staffing information including new starters, absence and CPD on school HR software.

**Marketing**

- Format and send bi-termly school newsletter and post weekly news on social media feeds and school website
- Create adverts for chosen periodicals
- Assist with organisation and running of Open Mornings including promotional materials, banners and advertising.
- Write editorials and press releases.

**School Admin**

- To help with Front Office duties e.g., collate Options booklets/New starter packs and Open Morning documentation including prospectuses as necessary.
- To provide cover for the Front Office between 3.45pm and 5pm Monday to Thursday and all-day Friday, answering the telephone, dealing with enquiries and deliveries.
- Order stationery including paper and toner supplies for the whole school.

#### **Transport and school minibus fleet**

- Book in regular service and MOTs for minibuses.
- Send out minibus booking forms, prepare transport schedules and deal with parent communication regarding bookings.
- Book taxis for pupils as and when required.

#### **General**

- Other duties of a similar nature as required by the Business Manager or Principal

#### **PERSON SPECIFICATION**

##### **Essential Skills & Experience:**

- Educated to A 'Level or above
- Minimum of three years of administrative experience
- Minimum of three years of bookkeeping experience
- Minimum of two year's HR experience
- Excellent working knowledge of MS Office (Word, Excel, Outlook, Teams)
- Excellent interpersonal, oral and written communication skills
- Ability to use school MIS to access pupil and staff information
- Ability to work independently and as part of a small office team
- Ability to establish good working relations at all levels – with pupils, teachers, senior management, Governors
- A pleasant manner with all visitors
- Good organisation skills, ability to multi-task, prioritise effectively and work to tight deadlines

##### **Desirable Skills & Experience:**

- Specific experience of working in a school
- Minute writing skills
- Experience with CRM databases, particularly SIMS
- Experience with SAGE 50 Accounts or other such accounting package
- Experience with Adobe Creative Cloud, e.g., Photoshop and InDesign