

JOB DESCRIPTION

Job Title:	Office Group 2 (Finance, HR and Admin Assistant)
Job Reference:	SGIA025
School:	Stanley Green Infant Academy
Salary Grade:	D
Responsible to:	Headteacher
Responsible for:	N/A

Main Job Purposes

To provide efficient and accurate finance, human resources, and administrative support to ensure the smooth and compliant operation of the Academy.

The role assists the Headteacher and HR & Finance Manager in maintaining staff records, supporting recruitment and payroll activities, financial processes and delivering administrative services including managing nursery places while upholding confidentiality, accuracy, and organisational standards.

The following is an outline of the range of duties that can be expected of the Finance and Admin Clerk; it is not a comprehensive or exclusive list and duties may be varied from time to time, according to the needs of the school and pupils, which do not change the general character of the job or the level of responsibility entailed.

Main Responsibilities and Duties

- 1) Assist with recruitment processes of teaching and support staff including advertising vacancies, scheduling interviews, obtaining satisfactory references and preparing employment documentation.
- 2) Prepare and distribute appointment letters and staff documentation.
- 3) Maintain accurate and up-to-date personnel files, including safeguarding clearances and background checks.
- 4) Ensure all staff documentation meets regulatory requirements.
- 5) Monitor staff attendance, leave records, and timesheets.

- 6) Administration of pre-employment checks and maintenance of the school's Single Central Record.
- 7) Support onboarding and induction programs for new staff.
- 8) Manage the admissions and enrolment, handling sessions change requests, allocating available places, and updating and managing waiting lists for Starfish Nursery.
- 9) Process nursery payments and issue official invoices and receipts.
- 10) Handle early years funding applications and related documentation.
- 11) Maintain accurate student records and enrolment files.
- 12) Assist with payroll preparation and liaise with finance/payroll providers.
- 13) Monitor and follow up on outstanding school fees with parents/guardians professionally.
- 14) Support professional development tracking and training coordination.
- 15) Ensure compliance with labour laws, safeguarding regulations, and school policies.
- 16) Support procurement of classroom materials, learning resources, and office supplies.
- 17) Assist with maintaining vendor and supplier records.
- 18) Assist with financial documentation for audits and inspections.
- 19) Work in accordance with the DFE's and trust's financial and associated policies and procedures.
- 20) Ensure proper record-keeping in line with school policies and data protection regulations.
- 21) Support inventory management of educational and office supplies.
- 22) Provide administrative support to the Head Teacher/Finance & HR Manager.
- 23) Perform additional duties as assigned to support school operations.
- 24) Maintain confidentiality of student and staff information.
- 25) Promote a professional, welcoming, and service-oriented school environment.
- 26) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
- 27) Comply with all decisions, policies and standing orders of the school and DfE comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

- 28) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 29) Provide general welfare support for pupils and administering First Aid when appropriate, notify parents of any medical problems and accidents.
- 30) To undertake relevant training as requirement of the post.
- 31) Maintain ICT equipment log and the issuing of ICT equipment to staff.
- 32) General ICT administration regarding new users, raising issues with ICT support and promotion of ICT management and maintenance.
- 33) Place orders, log and receive deliveries and dispatch to relevant departments.

Supervision and Management of People

- 1) Limited or no supervisory responsibilities, except for work familiarisation of colleagues and new employees.

Knowledge and Skills

- 1) Good level of knowledge of computer applications including Office365, Outlook, Teams, Word, Excel, PowerPoint, and financial management systems or the ability to learn such specific systems.
- 2) Good level of organisational and interpersonal skills.
- 3) Good level of numeracy, literacy and analytical skills.

Creativity and Innovation

- 1) Design of spreadsheets and other documents to record and analyse data. Ability to prepare presentations and reports on the school's financial matters.
- 2) Assist with the writing of specifications and tenders.

Contacts and Relationships

- 1) Likely to include pupils, staff, trustees, members, parents, employees of BCP Council and external agencies including suppliers and contractors. Provision of readily available information, assistance, or advice; occasionally the post holder will need to deal with issues where the outcome may not be straightforward.

Resources

- 1) The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data.
- 2) The post holder will be responsible for the accurate handling and security of cash and cheques and other financial resources.

Work Environment

- 1) The role involves adapting to changing deadlines, challenges and circumstances.
- 2) The role requires standard physical effort and is carried out in a typical office environment.
- 3) May involve some contact with difficult-to-manage pupils, parents/carers and visitors.

Prepared by: Human Resources
Date: February 2026

PERSON SPECIFICATION

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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> Administrative Experience General financial and HR experience 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> 5 GCSE's with a minimum Grade 4 (or C) or above in English and Mathematics, or equivalent qualifications or relevant experience 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> Good ICT skills High level of accuracy and attention to detail Ability to assimilate information Good organisational and communication skills Ability to work under own initiative Good numeracy and analytical skills Be able to follow established office systems Ability to handle confidential information with discretion Able to listen and respond appropriately to children, parents, staff and visitors. Ability to identify and recommend options for consideration but ultimately will not be responsible for the decision to implement changes to procedures. 	Application form Interview References Practical testing
Knowledge	<ul style="list-style-type: none"> Knowledge of financial management systems or ability to learn. Knowledge of Microsoft Office suite Competent in data entry/analysis and reporting requirements Knowledge of school's behaviour and management policy and procedures Knowledge of school's fire and emergency procedures 	Application form Interview References

	<ul style="list-style-type: none"> • Knowledge of Child Safeguarding procedures 	
Attitude / Motivation	<ul style="list-style-type: none"> • Self motivated • A cheerful and positive disposition • Ability to work effectively with others • Team player • Good analytical and interpersonal skills 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • Ability to manage and prioritise a busy workload • Able to deliver work with clearly defined deadlines • Willingness to undertake a variety of administrative tasks with accuracy • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process