**JOB DESCRIPTION**

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Produced by: HT/MSJ

**MOORDOWN ST JOHN’S CE PRIMARY SCHOOL**

**Post Title: Accounts and Admissions Officer: Grade 4, Points 6 - 9**

**Reporting to:** Finance & HR Manager

Headteacher

## Job Purpose & Objectives

As an important and valued member of the support staff, integral to the smooth and efficient functioning of the school and contributing to our Christian ethos, the Finance & Admissions Officer is responsible for supporting the financial, administrative and admission functions of the school, under the direction of the Finance & HR Manager, by:

1. Coordinating and undertaking the day-to-day operation of a variety of financial and administrative systems, in accordance with the Academy’s policies, processes and procedures.
2. Ensuring the financial processes of the Academy meets the highest operational and compliance standards in accordance with the Academies Financial Handbook, Academies Accounts Direction, DFE, ESFA and other relevant regulatory requirements.
3. Overseeing the lettings and management of the schools’ facilities alongside the Estate Manager and Senior Leadership Team.
4. Assisting the Headteacher with the pupil admissions processes (both current and future admissions) in accordance with criteria laid down by the school’s Board of Directors. Maintain the waiting list for admissions, liaising with Office Manager, the Board of Directors, the Local Authority and the Diocese concerning admissions.

**Main Duties and Responsibilities**

**Finance**

Under the guidance/direction of the School Finance & HR Manager, act as a responsible member of a conscientious team, fulfilling the responsibilities efficiently and effectively:

1. Assist in the development of the Academy’s financial procedures and systems.
2. Assist in the general running of the Academy’s Finance Office including recording and banking of income and making timely payments to suppliers.
3. Be responsible for the Academy’s Purchase and Sales Ledgers, which involves raising Purchase Orders and Sales Invoices, placing orders, inputting purchase invoices and receipting in goods through the Academy’s computerised finance accounting package. Arrange settlement of invoices via BACs.
4. Manage accounts against cost centres.
5. Deal with any delivery discrepancies and arrange any returns/exchanges if needed.
6. Administer petty cash requests.
7. Maintain filing system for orders, invoices, statements and delivery notes.
8. Maintain archives on a yearly basis by destroying out of date files and keeping others for the required retention period.
9. Assist in the preparation for the annual audit, liaising with all parties involved.
10. Ensure compliance with the Academy’s Finance Policies and Procedures.
11. Other administration tasks as required to support the Finance Manager

**Lettings**

Under the guidance/direction of the School Finance and HR Manager:

1. Undertake the lettings procedures such as issuing lettings agreements and relevant invoices, ensuring all paperwork is in order. Update calendars with booking details.
2. Check arrangements are in place for the opening, closing, heating and availability of equipment as necessary for the smooth operation of outside lettings. Alongside the Estates Manager and Office Manager, ensure keys/fobs are signed for and the key holder database is kept updated. Arrange for return of keys/fobs at conclusion of a letting.
3. Arrange for new hirers to receive an appropriate induction to the school premises including evacuation procedures.
4. Ensure those letting the school premises adhere to safeguarding requirements. Liaise with the Finance and HR Manager regarding the necessary safeguarding paperwork.
5. Support the ‘Lettings’ section of the Single Central Record – ensuring it is kept updated of all DBS clearances, first aid certificates and lifeguard qualifications etc
6. Undertake an annual review of the lettings policy, letting agreements and associated paperwork.
7. Stay up to date with legislation and guidance concerned with lettings and safeguarding.

**Stationery and Equipment Ordering**

1. Maintain the curriculum and office stationery stock. Liaise with the School Improvement Champions and Office Manager regarding future stationery requirements. Liaise with the School Finance Manager regarding the ordering of required supplies, working within the specified budget and ensuring best value.
2. Coordinate the ordering of staff uniforms (hoodies, polo shirts, protective clothing etc) as required.

**School Meal Ordering and free school meal support**

1. Regular checking of SAM for new FSM applications.
2. Process FSM applications and subsequent uniform grants.
3. Assist parents with payment related issues, including ordering meals when necessary.
4. Be responsible for ordering supermarket vouchers / food bank vouchers for pupils in need over the holidays

**Pupil Admissions**

1. To assist the Headteacher with the pupil admissions’ procedures, in accordance with directions laid down by school’s Board of Directors, this includes:

Using SAM, the Council’s online pupil admissions’ database, rank prospective pupils according to the Admissions’ Policy, ensuring each application is placed in the appropriate category, reviewing the Policy each year.

1. Organising distribution of the latest edition of any admission-related leaflets and Pupil Admission Policy to prospective parents as well as to other agencies (for example: LA, Diocese, local public library, other stakeholders as required)
2. Obtaining distance measurements between home and school as required.
3. Advising the Council’s Admission Team of acceptance/refusal of places in accordance with the Board of Directors instructions and arranging appeals as appropriate.
4. In consultation with the Headteacher, preparing appeal statements against the Directors’ decision on pupil admissions and arranging their distribution.
5. Checking birth certificates of all new admissions, recording the check with the school’s Management Information System.
6. In liaison with the Office Manager, putting all new starters and taking off all leavers on the school’s management information system.
7. In consultation with the Headteacher complete returns in respect of potential Children Missing Education and Elective Home Education.

**Supervisory / Managerial Responsibility**

N/A

**Key Contacts and Relationships**

# Polite contact and communication is expected at all times whether dealing with pupils, staff colleagues, school directors, parents/carers, school visitors, visiting professionals or volunteer helpers.

Frequency of contact with these people will vary from day to day. Some communications can be of a delicate nature. Confidentiality must be maintained at all times (excluding safeguarding concerns, which must be shared immediately with the school’s Designated Safeguarding Lead).

**Safeguarding**

Our school is committed to safeguarding, preventing radicalisation and promoting the welfare of children and expects all staff to share this commitment. Rigorous checks will be made of the successful applicant's background credentials including Enhanced DBS and Childcare Disqualification checks.

The job-holder is expected to adhere to, and ensure compliance with, relevant Safeguarding/Child Protection policies and procedures at all times. If in the course of carrying out duties of the role, the job-holder identifies any instance that a child is suffering, or likely to suffer significant harm either at school or at home, s/he must report the concerns to the school’s Designated Safeguarding Lead

## Other

Review, from time to time, progress against agreed objectives, timetables etc with the Finance & HR Manager and participate in agreed, further professional development including annual appraisal

## The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.

*This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher or his delegated representative.*