

KINGSLEIGH PRIMARY SCHOOL



JOB DESCRIPTION

Post Title: Finance Officer

Reporting to: School Business Manager

Main purpose

- Support the School/Business Manager by completing the day-to-day finance responsibilities in school such as placing orders, raising invoices, banking and reconciling of income.
- To operate the school's financial systems, including processing and review of orders, deliveries and invoices.

Main duties and responsibilities

Finance:

- Incl. ordering of all items and resources and deal with deliveries of orders and distribute as necessary.
- Paying invoices, arranging BACS runs, writing cheques, entering everything on finance system, incl. income
- Issuing invoices for lettings and other school related income
- Petty Cash, paying out funds and entering on finance system
- Counting fundraising collections and paying in to the bank
- School payments system: Set up payment facility for parents to pay for their child's additional pre-school hours
- File best value statements (and produce at audit)
- Uniform Grants - checking entitlement and issuing vouchers
- Monitor budget against expenditure

General:

- School milk – ensure all children who want milk and are entitled to FSM are ordered for. Do milk lists each week for teachers. Submit nursery milk claim each month.
- Do weekly order for staff tea and coffee, bagels for pupils, etc
- Free school meal checks, sending forms on School payments system to encourage applications.
- Update fixed asset register on a monthly basis
- Booking minibus for trips, entering in diary and ensuring all checks are done.
- School trips – organise transport, price-up actual cost of trips, add payment for trips on School payments system, monitor income and check at least 85% of donations have been made before the trip goes ahead.
- Assist with school census as and when required.
- Work closely with Year 6 leader to arrange residential trip – regularly check payments, etc.
- Organise staff collections and gifts
- Order classroom resources and year planners for September

- Food bank vouchers – issue vouchers to FSM families
- Do termly exercise book stock checks and place orders mid-term and for September
- Xmas/Summer Fairs – organise and book fairs and staff holders and ensure relevant paperwork is completed

Office admin – assisting the office team if/when required:

- Absence – face to face, phone calls, emails, answerphone and School payments system messages and update on Integris
- Answer the office phone – answer queries
- Greet visitors
- Record/escort late pupils to class.
- Relay messages.
- Call parents as required.
- Assist with the administration of registers.
- Send letters/forms/reports via School payments system.
- Assist in the organisation of sports day, parents’ evenings, productions, etc.
- Safeguarding – oversee entry/exit procedures to/from the school for all staff, volunteers, parents, carers and visitors – check paperwork.
- Update child/parent contact/staff/personal details on Integris
- Call parents if child does not have a lunch
- Call parents – illness/injuries/forgotten kit/re-settles/suspension, etc
- Deliver bags, lunches, medicines, kit, etc to children in class
- Sign for deliveries
- Collect children for appointments, log time in and out on Integris and fire drill copy
- Send trip forms on school payments system, chase permissions
- Produce trip lists, medical and contact info
- Record trip and sports event lists/personal details given out and returned/shredded
- Send medical forms on school payments system and send response to class once received with medicine
- Scan DBS documents or Id to SBM
- Scan pupil files onto shared drive, discard and record electronically discarded waste
- Arrange collection and replacement of confidential waste bags
- Take cash payments and record
- Break or lunch duties when needed
- Assist on school trips
- Book fair set up and run (annually)
- Children missing from clubs calls
- Update office manual on new procedures/technologies/processes
- Create report emails and schedule to send on school payments system

This job description may be reviewed at the end of the academic year or earlier, if necessary. In addition, it may be amended at any time after consultation with the job holder.

Name

Signed

Dated