

Ghyllside Primary School

Gillinggate, Kendal,

Cumbria. LA9 4JB

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Headteacher: Mr.H.B.Davies (BA. Hons)

Finance & Administrative Assistant – Job Description & Person Specification

Job Description

To provide high-quality administrative and financial support to the School Business Manager, contributing to the efficient operation of the school's administrative and financial functions. The role combines front-of-house reception duties, general administration, and financial administration, ensuring effective support for staff, pupils, parents, governors, and external stakeholders.

The postholder will act as a professional and welcoming first point of contact for visitors, whilst also supporting the school's financial management processes, maintaining accurate records, and ensuring compliance with school policies and procedures.

The role is structured around approximately **14 hours of administrative support and 10 hours of finance support per week**. Days may be flexible and agreed with School Business Manager but must work a Monday.

Key Responsibilities

Finance Support (Approx. 10 Hours per Week)

Working under the direction of the School Business Manager:

- Process purchase orders and maintain accurate records of commitments and expenditure.
- Check, verify and process supplier invoices, ensuring appropriate authorisation procedures are followed.
- Support the maintenance of the school's financial management system.
- Reconcile invoices, statements and delivery notes, investigating discrepancies where necessary.
- Support the administration of school trips, clubs and activities, including collection and reconciliation of payments.
- Process income received by the school and maintain accurate records.
- Assist with banking procedures and petty cash administration where required.
- Assist with the preparation of financial reports and documentation for the School Business Manager.
- Support SBM with HR administration e.g. timesheet processing and maintaining staff files.
- Liaise professionally with suppliers regarding invoices, payments and account queries.
- Maintain confidentiality when handling financial and personnel information.

Administrative and Office Support (Approx. 14 Hours per Week)

- Greet and sign in visitors, parents, contractors and other stakeholders in line with safeguarding procedures.
- Answer and direct telephone calls, take messages and respond appropriately to enquiries.
- Manage the main school administration email account, responding to and forwarding communications as required.
- Support the administration of school meal payments and other parental payment systems.
- Maintain visitor records and issue visitor badges.
- Handle general enquiries from parents, pupils and members of the public.
- Maintain accurate pupil records using the school's management information systems (e.g. SIMS).
- Assist with the organisation and administration of school trips, events, meetings and appointments.
- Coordinate room bookings and administrative arrangements for music lessons and other activities.
- Maintain office supplies and coordinate stock ordering.

Our Mission: Ghyllside Primary School – Growing Hearts and Minds

Our Values: Inspiring Healthy Inclusive Nurturing Experiences

- Ensure compliance with GDPR and maintain confidentiality of sensitive information at all times.
- Provide administrative support to the Senior Leadership Team and School Business Manager as required.

General Responsibilities

- Work collaboratively with the School Business Manager, Headteacher and wider school team.
- Promote and safeguard the welfare of children and young people.
- Comply with all school policies, including safeguarding, health and safety, equality and data protection.
- Participate in relevant training and professional development opportunities.
- Undertake any other duties commensurate with the grade and nature of the post.

Person Specification

Essential Criteria

Qualifications

- GCSE English and Mathematics (Grade C/4 or above), or equivalent.

Experience

- Previous experience in an administrative, finance, accounts, receptionist or office support role.
- Experience of handling financial transactions, purchase orders, invoices or payment processing.
- Experience of working with confidential information and maintaining accurate records.
- Experience of using Microsoft Office applications, particularly Excel, Word and Outlook.

Knowledge and Skills

- Strong numerical and financial administration skills.
- Excellent organisational and time-management abilities.
- High level of accuracy and attention to detail.
- Strong written and verbal communication skills.
- Ability to prioritise workloads and meet deadlines.
- Ability to work independently and use initiative.
- Professional, approachable and customer-focused manner.
- Ability to maintain confidentiality and exercise discretion.
- Understanding of the importance of financial controls and audit compliance.

Personal Qualities

- Friendly, professional and calm under pressure.
- Flexible and adaptable to changing priorities.
- Reliable, trustworthy and highly organised.
- Committed to providing excellent customer service.
- Commitment to safeguarding and promoting the welfare of children.

Desirable Criteria

- Experience of working in a school or educational setting.
- Experience using SIMS or other school management systems.
- Experience using school financial management systems such as PS Financials or similar.
- Understanding of safeguarding and child protection procedures in a school environment.
- First Aid qualification or willingness to undertake training.
- Experience supporting budget monitoring, reconciliations or financial reporting.

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