



JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Finance and Careers Admin Assistant	Post No: FHS04	Grade: HC4 equivalent
<p>Organisational information:</p> <p>Responsible to: Director of Finance and Administration</p> <p>Professionally responsible to: <i>Senior Finance Assistant, Head Teacher</i></p> <p>Dimensions:</p> <p>Responsible for: N/A</p> <p>Key relationships/Functional links with: <i>Finance and Admin team</i></p> <p><i>Internal:</i> Pupils, staff, parents, Trustees</p> <p><i>External:</i> DfE, Suppliers, Customers</p>		
<p>Main Purpose of Job:</p> <p>To assist in managing the financial aspects of the school. To undertake secretarial/admin duties as required.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>DATA QUALITY School staff To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.</p>		
<p>Job Activities:</p> <p><u>Administrative Tasks</u></p> <ul style="list-style-type: none"> To respond to correspondence, this may involve drafting letters and emails, or responding independently within certain perimeters To support the Careers Lead with administration duties To support the PTA with events 		<p><i>Frequency</i></p> <p>All regularly</p>

<ul style="list-style-type: none"> • To undertake typing/word processing duties, including those requiring complex formatting • To assist with financial matters • To file electronic documents • To prepare and organise documentation for Open Evening and Certificate Evening and other school events • To book transport for school trips <p><u>Resources/Finance</u></p> <ul style="list-style-type: none"> • To administer and process orders and invoices • To process all purchase orders in a timely manner and ensure value for money is paramount and budget is available. • To raise invoices • To maintain supplies of school stationery and other school resources within an agreed budget. To initiate and process orders within defined perimeters • To assist the Director of Finance in monitoring the school budget, and the preparation and presentation of the final accounts to Trustees • To assist with budget planning and projection activities, as necessary • To process invoices and pass these for approval/payment in accordance with established procedures • To investigate anomalies/overspends and underspends and advise fund holders of balances, and corrective action that they might take. • To assist with the reconciliation of all Bank Accounts • To correspond with suppliers regarding enquiries, invoices, etc • To maintain school standard fund and petty cash records • To collect the fees and carry out the administration of the Hereford Bus contract • To collect money from pupils, and ensure accurate records are kept • To use petty cash to make local payments and keep records of expenditure • To be responsible for the safe transport of monies to the designated bank, or other establishment, as required • To provide income and expenditure accounts 	<p>Yearly</p> <p>Regularly</p>
<p>Other information:</p> <ul style="list-style-type: none"> • <u>Disclosure type:</u> enhanced. • May be required to undertake safeguarding training at appropriate level to the role. 	
<p>General information:</p> <p>The post holder will be required to comply with organisation's policies and procedures.</p> <p>The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.</p> <p>The postholder will promote the Schools Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.</p> <p>Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of Fairfield High School</p>	

Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

May 2026

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Finance and Careers Admin Assistant		Post No: FHS04	Grade: HC4 equivalent
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria		Method of Assessment*
Experience	<p>Experience of working in a clerical/administrative role within a school</p> <p>Experience of working with confidential and/or sensitive information</p> <p>Desirable: Experience of monitoring a budget</p> <p>Experience of dealing with members of the public, including those who may be angry or upset</p>	AF, I	
Skills and Abilities <i>Including personal attributes</i>	<p>Ability to draft effective and accurate letters</p> <p>Able to communicate effectively with parents, pupils and visitors to the school</p> <p>Effective user of Word, Excel and Arbor or similar packages</p> <p>Well organised and flexible approach to work</p> <p>Ability to work constructively and supportively as part of a team</p> <p>Good attention to detail</p> <p>Able to work largely on one's own initiative</p> <p>Able to work under pressure with interruptions</p> <p>Desirable: Ability to organise the work of others and support more junior administrative staff</p> <p>Proven ability to manage a budget</p>	AF, I	

<p>Qualifications and Training <i>including professional qualifications</i></p>	<p>GCSE Maths and English grade 4-9 (C or above)</p> <p>British regulated qualification framework level 2 and above or</p> <p>International English language testing system (IELTS) score of 5.0</p> <p>RSA 3 in word processing (or equivalent)</p> <p>Desirable: Finance knowledge</p> <p>AAT or other accounting experience</p>	<p>AF, I</p> <p>Fluency Duty -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.</p>
<p>Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<p>Commitment to working with young people</p> <p>Willingness to work in support of the inclusive ethos of the school</p> <p>Ability to be flexible and occasionally work outside normal hours</p> <p>Police clearance</p>	<p>I</p> <p>DBS clearance</p>
<p>Line Manager Signature:</p> <p>Date:</p>		

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

May 2026
