



**Eynsham Partnership Academy Trust –
Cropredy C of E Primary School
Administration and Finance Officer**

Job Description

Responsible to: Headteacher	Salary: £29,269 FTE (£14,823.14 actual)
Hours: 21 hours per week –for 40 weeks per year	Duration: Permanent
Main Location: Cropredy C of E Primary School *	

Overview

The Administration and Finance officer will be responsible for undertaking administrative, financial and organisational processes within the school. They will assist with the planning and development of support services. They will have line management responsibility for the School Administrator – currently a job share.

Organisation

- Deal with complex reception/visitor matters.
- Undertake pupil first aid/welfare duties, liaising with parents/staff etc.
- Contribute to the planning, development, and organisation of support services/systems/procedures.
- Responsibility for overseeing the organisation of school trips.
- Supervise, train and develop staff as appropriate.

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES
- Undertake the administration of Payroll and submit to the Payroll team in a timely manner.
- Recruitment administration and maintenance of the SCR.

Resources

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage cashless pay systems
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship

- Assist with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake complex financial administration procedures
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required, including minute taking for SLT meetings.
- Participate in training and other learning activities and performance development as required

Qualifications and Experience

Qualities	Essential/Desirable
Experience <ul style="list-style-type: none"> • General clerical/administrative work. • Managerial/Supervisory experience • Financial Administration • Finance and Budget software • To be a flexible in your approach to work and work colleagues • Experience of development, management and operation of administrative systems 	E E D D E D
Qualifications & Training <ul style="list-style-type: none"> • NVQ 3 or equivalent qualification or experience in relevant discipline (or equivalent) • Very good numeracy/literacy skills 	E E
Knowledge & Skills <ul style="list-style-type: none"> • Effective use of ICT packages • Use of relevant equipment/resources • Good keyboard/computer skills • Knowledge of relevant policies/codes of practice and awareness of relevant legislation • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to identify your own training and development needs and cooperate with means to address these 	E E E E E E E

*Eynsham Partnership Academy (EPA) Employees are predominantly based at one location but may be required from time to time to work at another school within the Academy. A full list of schools within EPA can be found at <http://epa-mat.org/>

Cropredy C of E Primary School and the Eynsham Partnership Academy are committed to

safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.