



Archbishop Sancroft High School

(A Church of England Academy)



Executive Headteacher: Mr Rob Connelly, BSc. (Hons)
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Job details

Job title	Administration Assistant
School	Archbishop Sancroft High School
Location	Harleston, Norfolk
Grade	Scale E (Salary Point 7-11)
Responsible to	Responsible to the Office Manager
Effective date	January 2021

Roles and responsibilities

Responsible for implementing the following and ensuring that each task is carried out as defined in corresponding procedures:

- a. raising orders for goods, supplies and services;
- b. reconciling the school credit card;
- c. new supplier requests;
- d. processing goods received;
- e. processing invoices received;
- f. ensuring that all payments are properly approved;
- g. maintaining records relating to income and expenditure;
- h. processing staff expenses claims;

i. using and supporting parents/carers to use the MyEd and Plus Pay systems alongside PS Connect (our automated parent email system)

Ensure that the central finance system is maintained and used to record all finance data e.g orders.

Ensure that all properly authorised expenditure is routinely checked for accuracy and to safeguard against error.

Monitor, as directed, supplier delivery of goods, products and services and report inconsistency with agreed specification, cost or timescales.

Maintain current awareness of relevant support service procedures including those provided by the Trust.

Daily student attendance reporting, checking am and pm registration has been accurately completed by teaching staff. Checking reasons for absence and ensuring am and pm registers are to hand in case of emergency evacuation.

Process requests for student absences

Reception duties.

Provide, as directed, administrative support for members of the Senior Leadership Team.

Provision of First Aid

To undertake any other duties that are within the grade and scope of the post as determined by the manager/supervisor.

Person specification

Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> · NVQ 2/3 or equivalent qualification or experience in relevant discipline. · Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English. · ICT literate with excellent keyboard skills. 	
Experience	
<ul style="list-style-type: none"> · Sound experience in supporting administrative services. · Experience of maintaining computerised records and systems. · Experience raising purchase orders, processing invoices and goods received. 	<ul style="list-style-type: none"> · Experience of public sector finance.
Skills/knowledge	
<ul style="list-style-type: none"> · Able to work as a member of a team dedicated to delivering comprehensive support services. · Able to contribute effectively to deliver services in a manner that complies with regulatory requirements. · Good knowledge of relevant policies/standards/regulatory matters. · Effective use of ICT. · Able to relate to and assist school staff at all levels. 	

General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
 - Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
 - Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
 - All work performed/duties undertaken must be carried out in accordance with relevant St Benet's MAT, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
 - Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
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