

Administration Assistant

Job Description



CORNFIELD SCHOOL
LEARNING FOR LIFE

1. **Name:**
2. **Title of Post:** Administration Assistant (HR & Finance)
3. **Salary Grade:** NJC Grade 5
4. **Purpose of the Job**
 - 4.1 To provide a high level of administration support to ensure the smooth operation of the school's day to day activities, including HR and Finance.
 - 4.2 To be one of the first points of contact and communication for visitors to the school.
 - 4.3 To support the Headteacher and the SLT with administrative duties as required.
5. **Responsibilities**
 - A. Human Resources Administration
 - i. Be responsible for ensuring all staff related tasks are carried out in a timely manner, including processing starters, leavers, contract changes and claim forms.
 - ii. Be responsible for producing and submitting payroll documents and ensure Bromcom records are updated accordingly.
 - iii. Provide administrative support for the recruitment process, including collating applications, reference requests, pre-employment checks, interview co-ordination, and undertaking ID checks.
 - iv. Process DBS applications and take responsibility for maintaining the Single Central Record.
 - v. Ensure new starters are set up on the school's IT system and have their ID badge and swipe card upon joining. Similarly ensuring the closure of accounts and reclaiming school property when staff leave.
 - vi. Maintain accurate records for staff training and the induction process.
 - vii. Record and report on staff absence in an accurate and timely manner, including updating the absence insurance policy.
 - viii. Ensure supply staff timesheets are checked and authorised accordingly.
 - B. Finance Administration
 - i. Reconciliation of credit card and bank account transactions.
 - ii. Input and reconcile petty cash on a weekly basis.
 - iii. Maintain accurate records for costs and claims relating to students educated off-site, ensuring claims are requested and reimbursed in a timely manner, whilst monitoring individual budgets.
 - iv. Manage credit control, ensuring accurate records are maintained and reviewed regularly.
 - v. Assisting with ordering, processing invoices and BACS runs as required.
 - C. Organisational
 - i. Assist with reception cover, ensuring visitors are greeted and calls are answered and actioned accordingly.
 - ii. Assist with diary management and the organisation of school events.
 - iii. Maintain pupil records as required.
 - iv. Contribute to the planning, development and organisation of the administration function.
 - D. Supporting the School
 - i. 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.
 - ii. Contribute to the overall ethos/work/aims of the school.

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- iii. Appreciate and support the role of other professionals.
- iv. Attend relevant meetings as required.
- v. Participate in training and other learning activities and performance development as required.
- vi. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.