

Vacancy

Schools Admin Assistant Grade 4 SCP 13-17

Fixed term contract of 12 months Term Time Only 01/09/17-31/08/18

14 hours per week (2 days, Monday & Tuesday 8am-4pm)

Application closing date Thursday 27th July 12 noon

Interviews Friday 1st September a.m.

Previous Experience Required

Essential experience

1. Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc.
2. Routine financial administration, including petty cash, postage, banking etc.
3. Maintaining and updating manual and computerised records, for example, records of free school meals, school trips, registers, examinations etc including related financial administration.
4. Production of regular management information, including financial data and assist in the production of reports for the senior leadership team
5. Monitoring of monthly budgets and advising senior staff on variances.
6. Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
7. Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher

Desirable Experience

1. First point of contact regarding teacher absences or contact with supply agency.
2. Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock.
3. General welfare support, where required, including the responsibility for pursuing pupil absence with parents including recording and monitoring of absence and production of reports.

If you are interested in this post, please collect an application form and job description from the school office and email completed to the Headteacher at

vacancies@stanah.lancs.sch.uk by 12:00pm on Thursday 27th July 2017

