

Brampton Village Primary School

Title of post: Resources Assistant

Hours: 17.5, term time only. 3.5 hours per day

Purpose of the job:

To provide effective and efficient administrative and financial support for the School Business Manager.

Responsible to: The School Business Manager (SBM)

Main Responsibilities:

To work as part of the administrative team in supporting the school in attaining its aims and objectives by assisting the school business manager in the management of school resources and ensuring proper accounts are kept.

Finance support

1. Assist in the maintenance of staff records on SIMS and the EPM portal, including entering details of new contracts and making changes to existing contracts.
2. Ensuring that all overtime and supply claims are properly authorised and entered accurately onto the EPM portal.
3. Maintaining records of staff absence, ensuring timely completion of sickness self-certification forms and monitoring the type of absence and entering details onto SIMS and the EPM portal.
4. Assistance with the school workforce census.
5. Liaison with school uniform suppliers.
6. Process orders in accordance with the school's internal financial procedures.
7. Raise invoices for the Brambles Preschool in accordance with the SBM's instruction. Send out statements as required, to follow up on accounts in arrears.
8. Dealing with cash raised from charity collections etc and ensuring that these are banked promptly.
9. Liaison with the school office and the kitchen with regard to school dinner money, sending out reminders to parents in accordance with school policy.
10. Circulation of reports with regard to curriculum expenditure on a regular basis.
11. Make properly authorised purchases with a school purchasing card to achieve best value for the school.
12. Perform other tasks relating to school finances as directed.
13. Provide cover for the school office where this is required due to absence or particularly busy periods. This may include provision of first aid.
14. Participate in the school's performance management procedures.
15. Perform any other tasks as directed by the SBM or Head teacher which are consistent with the aims of the post.