



Diocese of Norwich  
Education and  
Academies Trust

## Sporle Church of England Primary Academy

Executive Headteacher: Mrs Kelly Scott

82 The Street, King's Lynn, Norfolk, PE32 2DR

Tel: 01760 722393 Email: office@sporle.norfolk.sch.uk Web: www.narvalleyfederation.co.uk

### SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

**Job Title:** Secretarial/Finance Assistant

**Job Purpose:** To provide professional, efficient and effective administrative and finance support within a small school (as part of a three school Federation).

### Main Duties / Responsibilities

#### ORGANISATION

- Being one of the friendly, welcoming faces to our pupils, parents and all our visitors
- Completing the pupil and workforce census on agreed dates during the year
- Co-ordinating all accounting cash transactions of the Academy
- Undertaking DBS checks for all new staff and volunteers
- Co-ordinating the induction of new staff following school procedures

#### ADMINISTRATION

- Preparing and undertaking weekly banking, completing relevant paperwork
- Placing orders using PS Financial Accounts system, from authorised requisitions
- Income processing following school specific processes
- Liaising with our HR provider and Headteacher issuing amendments to contracts as needed
- Preparing the monthly payroll information for the Headteacher to authorise
- Querying any payroll matters as raised by the Headteacher and liaising effectively between the Headteacher and EPM (HR Provider)
- Providing support with EPM HR systems in conjunction with the Headteacher
- Printing of the relevant paperwork to be processed by the Trust and central service including lettings (E.g raising invoices and chasing debtors)
- Assisting with the monitoring of budget areas in line with agreed control procedures
- Attending relevant meetings and carrying out any other relevant administrative tasks as directed
- Covering the roles of the clerical assistant in her absence
- Completing relevant paperwork for school visits including activity accounts paperwork
- Maintaining computerised records/management information systems including pupil details
- Undertaking reception duties, answering routine telephone and face to face enquiries and signing in visitors, ensuring safeguarding procedures are followed
- Providing routine clerical/administrative support e.g. post, photocopying, filing, emailing, responding to routine correspondence etc



Diocese of Norwich  
Education and  
Academies Trust

---

## Sporle Church of England Primary Academy

Executive Headteacher: Mrs Kelly Scott

82 The Street, King's Lynn, Norfolk, PE32 2DR

Tel: 01760 722393 Email: [office@sporle.norfolk.sch.uk](mailto:office@sporle.norfolk.sch.uk) Web: [www.narvalleyfederation.co.uk](http://www.narvalleyfederation.co.uk)

### RESOURCES

- Operate relevant equipment/ICT packages (e.g. PS Financials, EPM, Pupil Asset, MS Office, Internet, Email)
- Provide advice and guidance to staff, students and others
- Constantly be aware of and implement the Academy policies, in particular as it applies to the financial area
- Use financial resources and administration supplies resourcefully

Job Description reviewed on an annual basis.