



Job Description



Senior Administration Assistant (Finance/HR)

Job Title	Senior Administration Assistant (Finance/HR)
School	Whitewater C of E Primary School
Responsible to	Executive Strategic Business Leader / Head of School
Salary grade	EHCC Grade C
Hours	25 hours per week, term time only plus one week
Working pattern	Monday to Friday, 8am - 1pm
Contract type	Permanent
Start date	01 September 2026 (or earlier)

Purpose of the role

To provide efficient, accurate, and professional administrative support to Whitewater C of E Primary School, with specific responsibility for finance and human resources administration. The postholder will support the effective day-to-day running of the school office and help

ensure that financial, personnel, and administrative systems operate smoothly, accurately, and in line with school policies and statutory requirements.

Main duties & responsibilities

Finance

- Process purchase orders, invoices, and payments in accordance with school financial procedures.
- Electronically record and reconcile income received by the school, including payments for trips, clubs, meals, wraparound care, lettings, and other activities.
- Maintain accurate financial records and filing systems.
- Assist with budget monitoring and the preparation of financial reports, spreadsheets, and summaries.
- Liaise with suppliers and contractors regarding orders, invoices, and routine finance queries.
- Ensure finance administration is carried out in line with audit and compliance requirements.
- Support banking as required.

Human Resources

- Provide administrative support for recruitment and selection processes, including adverts, application packs, interview arrangements, and correspondence.
- Support pre-employment checks, including references, DBS documentation, right-to-work checks, qualification checks, and other safer recruitment requirements.
- Maintain accurate, confidential, and up-to-date staff personnel records.
- Administer staff absence records, leave requests, and relevant HR documentation.
- Support the administration of contracts, staffing changes, new starters, and leavers.
- Liaise with payroll and HR providers to ensure staffing information is processed accurately and promptly.
- Assist with maintaining the Single Central Record and other statutory employment records, where required.
- Support induction, training, and compliance record administration.

General Administration

- Act as a senior member of the school office team and contribute to the efficient running of administrative systems.
- Provide a professional and welcoming first point of contact for parents, pupils, staff, governors, visitors, and external agencies.
- Respond to telephone, email, and face-to-face enquiries in a courteous and timely manner.
- Prepare routine correspondence, reports, forms, and other school documentation.
- Maintain accurate paper and electronic filing systems.
- Assist with school census returns, statutory returns, and other administrative submissions.
- Support meetings, diary coordination, admissions processes, marketing activities, school events, and transition arrangements as required.
- Contribute to the development and improvement of office systems and procedures.
- Assist with school communications and marketing when needed.

Safeguarding, Compliance, and Professional Responsibilities

- Uphold and actively promote the school's commitment to safeguarding and promoting the welfare of children.
- Work in accordance with all school policies and Keeping Children Safe in Education, relating to safeguarding, child protection, confidentiality, data protection, equality, health and safety, and professional conduct.
- Handle sensitive and confidential information with discretion at all times.
- Support compliance with statutory and regulatory requirements relating to school administration, finance, and HR.
- Administer first aid and welfare to pupils and staff
- Contribute positively to the Christian ethos, values, and wider life of the school.

General

This job description is not intended to be exhaustive. The postholder may be required to undertake other duties commensurate with the grade and nature of the post, as reasonably directed by the Executive Headteacher, Executive Strategic Business Leader or Head of School.

This is the school specific set of criteria used in conjunction with the HCC role profile 02126