

Recruitment Job Description

Job Title	Administrator with Additional Financial Responsibilities.	Department	Children's Services
Post Number	AC4	Section	
Grade	Grade 5 – SCP 7 to 11	Salary	£22,791.66 to £24,292.80
Location	Pens Meadow School at Ridge Hill, Wordsley and Pens Meadow School at Tiled House Lane, Pensnett.		
Reports To	Headteacher and School Business Manager		

Main Purpose of the Job:

To provide clerical/administrative and additional financial support to the school. To maintain a high level of communication with parents/outside agencies and members of the general public.

Main Activities

Financial:

Ensure accurate financial records are maintained under the direction of the SBM.
Operate the Agresso & Back Office system to monitor monthly spending and report anomalies to SBM.
Approve orders up to the value of £2,500.
Co-operate with audit procedures, as necessary.
Provide information and complete returns for LA & DfES when required.
Complete termly checks on the postage book and stamps held.

Assist with the end of financial year procedure including outstanding commitments, outstanding invoices. Calculate monies unspent to ascertain carry over for new financial year.

Assist with monitoring and reconciling of virements between budget headings.

Photocopy usage – record photocopier usage and provide meter readings to provider for billing purposes.

Assist SBM with Minibus provision e.g. insurance, claims, maintenance, MOT & driving assessments etc.

Maintain register for annual review of licences.

Accept deliveries and check delivery note deal with omissions and mistakes.

Ensure orders appropriately authorised and best value principles followed when making general resource orders.

Ensure Finance Policy guidance is implemented, LA Standing Orders & Financial Regulations observed.

Reconcile bank statements promptly and report any anomalies immediately to SBM.

Check VAT is appropriately coded on income and expenditure.

Obtain quotations as directed by SBM.

Receive and manage monies from clubs and school activities, fete, family nights etc.

Be a point of contact for agencies with regard to gifts and donations.

Ensure cash and valuables locked away and cash limits in safes not exceeded.

Hold safe key.

Record and monitor pupil premium income and expenditure.

Record and monitor bursary funding and expenditure.

Personnel

Maintain staff absences and monitor receipt of income due from absence insurance.

Assist with organising Supply Cover.

Maintain weekly record of supply/agency staff covering for absence and training.

Maintain Single Central Record regarding 3-year renewal cycle.

Input job vacancies and manage appointment process on TribePad.



Check staff mileage claims.

Termly check documentation for teachers who drive minibuses and use own vehicle for business purposes and make mileage claims.

Secretarial and Administrative

Undertake reception duties, answering routine telephone and face to face enquiries.

To maintain the visitors register, operate access control and issue visitors passes.

Assist with the arrangements for visits by the school doctor, physiotherapists, photographer dentist etc. - collate responses.

Copy typing and produce routine letters, reports etc. as required.

Respond to correspondence received.

Book support for the school (e.g. caterers, coaches, curriculum enrichment visitors)

Undertake secretarial work to support the Headteacher, Deputy Headteacher & SBM

Take minutes at Governor's Committee Meetings as and when (at an agreed overtime rate if out of normal school hours)

Regularly review inside Dudley for new documentation.

Liaise with outside agencies.

Make occasional drinks for visitors and arrange for school kitchen to provide refreshments when required.

Liaise with parents and outside agencies, keeping a record of respite provision.

To carry out word processing duties to include typing letters, reports & publications schemes of work and timetables.

Ensure compliance with Data Protection and Freedom of Information Act.

Check electronic mailboxes distribute and respond where necessary.

Undertake filing, reprographics, and laminating.

Word process documents, letters, and reports and maintain files and backup discs.

Ensure safe keeping of schools' assets.

Data Base

Maintain records on the school's information management system Integris, Aggresso & School Fund Manager when required.





Ensure data protection procedures observed.

Transfer pupil data electronically.

Provide reports for staff as required.

Set up and maintain complex data on pupils and staff.

Premises

Report equipment faults and premises faults and malfunctions of equipment to relevant site staff and departments of the authority.

Sign off any works when completed.

Liaise with contractors, obtain quotes for repairs.

Book minibuses for statutory inspections.

Maintain record of statutory inspections.

Maintain record of service contracts.

Other Tasks

Any other reasonable tasks commensurate with the role and that will support professional development.

Special Conditions

This post is subject to medical clearance and an enhanced DBS check..

The exact focus of the role will be decided at school level and will take account of the needs of the school, and the development needs of the member of staff.

The salary offered reflects the fact that the post holder will be required to work 37hours per week, term-time only (39 Weeks).

Car Allowance

None

Prepared By

Alison Austin

Date

16 December 2025





Person Specification

Job Title	Administrator with Additional Financial Responsibilities.	Department	Children's Services
Post Number	AC4	Section	
Grade	Grade 5 - SCP 18 - 21	Salary	(Actual term time salary £22,791.66 to £24,292.80 per annum)
Location	Pens Meadow School at Ridge Hill, Wordsley and Pens Meadow School at Tiled House Lane, Pensnett.		

Criteria (Essential)

	Assessment By			
	Application	Interview	Tests	Other
Experience Proven experience of clerical/administration/finance work within a school office setting. Experience of using current Dudley IT systems such as Integris G2/S2, Agresso, and Microsoft packages in addition to web-based software. Knowledge and understanding of Safeguarding in schools.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Qualifications/Training The post holder should possess a minimum of 5 GCSE passes at Grade C or equivalent to include English and maths.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Council Job Opportunities

Practical Skills

Confident user of ICT.
Excellent numeracy & literacy skills.
Ability to prioritise workload and work to deadlines.
Excellent written and verbal communication skills.
Accuracy and attention to detail.

Application

☒

Interview

☒

Tests

☒

Other

☐

Personal Qualities and Attributes

A conscientious and flexible approach to work.
Calm and professional at all times.
An understanding of Data Protection and confidentiality at all levels.
Proactive with a forward-looking approach.
Be willing to undertake relevant training as required.
Ability to relate well to adults and children.

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