



**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL**  
**JOB DESCRIPTION**

JOB TITLE: **Extended services administrative manager**

GRADE: JG5 (£22,182 pro rata) £3,500 Actual

LINE MANAGER: Business Manager

<b>Start Date</b>	1 <sup>st</sup> April 2021
<b>Working Pattern:</b>	6 hours per week, 12 month Fixed Term Contract
<b>Responsible for:</b>	Administrative functions for After school club
<b>Overall Purpose:</b>	To provide administrative and financial management of extended services provision on behalf of the Governing body

**Specific duties**

- Attend and participate in meetings with the School Business Manager, Head teacher & Governors to ensure the smooth running of the ASC.
- Support the School Business Manager and Head teacher to draw up an After School Club Development Plan and help monitor progress
- Ensure that parents and children's details are up to date and key information is passed to After School Club staff
- Working within the agreed budget, order appropriate supplies as necessary and present invoices promptly to the School Business Manager
- Maintain appropriate records for attendance and payment of fees as agreed with the School Business Manager, ensuring parents sign to indicate agreement with records.
- Collect all fees, completing all necessary paperwork (Parent Pay experience is therefore desirable).
- Inform the School Business Manager and Governors of any debtors in line with the agreed Arrears Policy
- Work with Business Manager and Governors to set up automated invoice/accounts management using business accounting software (eg Sage/QuickBooks)
- Ensure policies in relation to ASC are maintained
- Monitor training for ASC staff and keep up to date records
- Organise communications to parents via website, email etc. for ASC on behalf of staff/Head teacher as required

**General duties**

- Assist with the promotion and publicising After School club.
- Help create related promotional displays for the After School club in the school.
- Distribute and collect surveys, questionnaires or evaluation papers as required.
- Be responsible for the purchasing and management of stock, handling cash income and regular audits of resources.



- Support the aims and ethos of the school.
- Contribute to and support the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training, other learning activities and performance development as required.

*This job description forms part of the Contract of Employment of the person appointed to this post. It is current at the date shown, but in consultation with the post holder, the Governing Body may choose to amend or alter the job description to reflect or anticipate changes in the role commensurate with the grade.*

*Whilst every effort has been made to detail the main duties and responsibilities of the post each individual task and duty to be undertaken has not been identified.*

*The Extended Services Admin Manager will be expected to comply with any reasonable request from the Head teacher or Business manager to undertake work of a similar level that is not specified within this job description.*

#### 1. QUALIFICATIONS AND EXPERIENCE

	Essential	Desirable
Qualifications	3 GCSE's at grades A*-C including English and Maths	
Experience	At least one year's experience of working in an administrative role	
Skills	Efficient office skills <ul style="list-style-type: none"> <li>- Sound ICT skills including being able to use Word, Excel and Databases to input and produce reports</li> <li>- Good interpersonal skills</li> <li>- Accuracy and attention to detail</li> <li>- Ability and willingness to work and be able to adapt co-operatively as part of a team</li> <li>- Ability to file and retrieve information stored</li> <li>- Ability to cope under pressure</li> <li>- Maintain confidentiality with both written and verbal communication.</li> </ul>	Previous experience of 'Parent Pay' database and payment systems  Understanding of working tax credits for child care voucher scheme
<b>SPECIAL CONDITIONS</b> The post holder will be required to pass an Enhanced Disclosure & Barring Service (DBS) or Rehabilitation of Offender check.		



2. SUPERVISORY RESPONSIBILITY
  - (a) The post holder does not have supervisory responsibilities for other staff.
3. SUPERVISION RECEIVED

Overall supervision from the Business Manager and head teacher.
4. CONTACTS
  - (a) After school club manager
  - (b) Parents
  - (c) Governing Body
  - (d) Business manager and head teacher