

SNARESBROOK PREP SCHOOL

Job description - Admin Assistant

Responsible to : The Head
The Bursar for finance role

Objectives : To follow the philosophy of Snaresbrook Prep School.
To assist the Head & Bursar to run an efficient, professional school in a happy, friendly environment.

Responsibilities

General office duties include -

- Reception duties including being the first point of contact for parents, pupils and visitors in person, on the phone or via email.
- Assisting in keeping the school diary up to date.
- After School Care & Breakfast administration including collating usage of both the services and compiling and issuing invoices.
- Administration in connection with the Early Years Grant for Nursery & Reception class children.
- Undertaking first aid training as needed by the school and having responsibility for the upkeep of all first aid kits in school including reordering supplies as necessary.
- Taking charge of the office when the Office Manager is at lunch or away from the desk.
- Ensuring that you understand and implement all policies and procedure around the security of the pupils and the building and if any queries arise, asking for clarification.

Finance role duties include -

- Data input of suppliers' invoices.
- Data input of Purchase Ledger, cheque and BACS payments.
- Banking receipts if necessary.
- Reconciling suppliers' statements and highlighting discrepancies.
- Preparing cheques and sending out remittance advices.
- Any other related tasks.

At all times, respect the confidentiality of all school matters.

Support the school in school events

