



# Cotford St Luke Primary School

*Appreciate – Believe – Challenge*

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## **JOB DESCRIPTION & PERSON SPECIFICATION**

Post: School Administrator/Finance Assistant – 28 hours per week

Salary grade: Grade 14 point 4

### 1. Relationships

The Postholder:

- Is responsible to the Headteacher for their administration duties and to the Headteacher and Board of Governors for their financial duties
- Interacts on a professional/personal level with colleagues and seeks to establish and maintain productive relationships with them in order to promote a united whole school team approach

### 2. Job Purpose

The Postholder:

Provides administrative, financial and other support services for the Headteacher and staff as appropriate.

### 3. Key Tasks

- Provides an administrative, Reception and telephone answering service for the school, taking messages and dealing with queries as appropriate
- Offers hospitality to visitors to the school
- Carries out a wide range of administrative tasks including:  
the maintenance of pupil records, data collection (including medical/allergy information), liaising with external organisations to arrange visits to the school, ie. School nursing team, sight tests, flu vaccinations.
- Using Bromcom to organize trips, clubs, generating reports
- Provides general administration/finance support to the nursery generating invoices, processing fees and to oversee the Early Years Funding
- Any other duties associated with the role under the direction of the headteacher

This role requires someone who is confident, organised, empathetic and able to manage sensitive situations with integrity. You will be part of a team that truly knows and supports its community through nurturing strong, trusting partnerships to support every child to thrive.

### 4. We are seeking someone who:

- Is empathetic, calm and resilient, with a genuine commitment to the role
- Is confident handling challenging conversations and complex situations
- Has excellent organisational, ICT and administrative skills
- Communicates clearly and professionally with a wide range of stakeholders
- Is friendly, supportive with excellent interpersonal skills, be able to multi-task, demonstrate initiative and understand the importance of confidentiality and discretion
- Has a good sense of humour

### 5. Desirable

- Experience of working in a school with some finance expertise