



Wonder
Learning Partnership
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Stamford Bridge Primary School

Finance & Admin Assistant

Finance & Admin Assistant

Responsible to:	Headteacher and People and Estates Lead
Salary	SCP 6 Term Time plus 3 days
Hours of work:	22.5 hrs per week Monday and Tuesday optional Thursday or Friday (8am – 4pm)

We are looking for a warm, caring, enthusiastic and dedicated colleague to join our team as a Finance Assistant, under the supervision of the People and Estates Lead and the Headteacher.

The postholder will be responsible for supporting the finance processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

The candidate will require an excellent understanding of safeguarding and what creates a positive culture for safeguarding. They will be able to work in a positive and calm way.

Stamford Bridge Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS disclosure.

Visits to the school are welcomed and encouraged. Please contact the school office to make an appointment.

Job Description

Pupils

- To ensure the welfare of all pupils is met on a daily basis
- To keep and maintain comprehensive pupil data, distributing the information to relevant staff members

Business/Finance Admin

- To carry out in-school financial processes in line with the Trust's financial policies and procedures
- Arrangement and oversight of the G4S cash collection along with completion of the spreadsheet and update to the Trust Finance team
- Collection of petty cash receipts and provide updated records the Trust Finance team
- Set up the music lesson charges using Arbor.
- First point of contact for all purchase ordering
- Entry of order requisitions onto the Trust's finance system or if necessary forwarded to the trust finance team for purchase orders raising
- Check deliveries against orders and update the Trust's finance system to record receipt of goods/services where a purchase order exists
- Checking of invoices against purchase orders and obtaining SLT approval for payment in accordance with the Trust's procedures
- Check pupil balances and send reminders when needed to keep all accounts in credit
- Raise sales invoices to be raised for nursery, after school club and other adhoc chargeable events
- Take meter readings and submit to utilities provider
- Manage the school credit card and check monthly statements

General Admin Duties / Reception Office

- Managing the administration of the reception office at lower and upper school sites
- To offer an efficient response to all visitors and parents
- Dealing with internal and external telephone queries in a courteous and professional manner; ensuring that all messages are communicated to the appropriate staff member
- Ensuring that all visitors into school have met the safeguarding requirements prior to entering school.
- Dealing with emails (on all systems) and forwarding to the relevant member of staff
- Reporting any safety issues as they arise
- To produce any documents required for the start of each half term / academic year, i.e., class registers.

Communication

- Warm and professional communication with parents

Daily Lunch Record Keeping/ Dinner Money

- Daily liaison with the Kitchen team on daily lunch registers, including logging pupil and staff dinner monies as required
- Checking all class registers and lunches are recorded accurately on Arbor
- Ensuring all school meal balances are up to date on Arbor

General

- To undertake any other reasonable duties on behalf of the People and Estates Lead and the Headteacher

Person Specification		
	Essential	Desirable
Qualifications		
Education Level: A minimum of 4 GCSEs, including Maths and English at grade C or above		X
First Aid Trained		X
Experience		
Recent experience in a finance role		X
Previous experience in a school setting		X
Knowledge and use of SIMs and Arbor		X
Experience of using Microsoft Office and Excel in a work environment	X	
Experience of handling money and banking processes	X	

Willingness to undertake relevant training, including safeguarding	X	
Experience of working effectively as part of a team	X	
Skills and Knowledge		
Good communication skills, both oral and written	X	
Ability to deal with members of the public in a professional and courteous manner	X	
Strong organisational skills, with the ability to plan, organise and prioritise to meet deadlines. Can work effectively in a busy environment	X	
Ability to use own initiative and to problem solve	X	
Ability to build effective working relationships with colleagues. Able to work independently and as part of a team	X	
Ability to work under direction and on own initiative	X	
Ability to use IT packages including word processing, spreadsheets and presentation software	X	
Ability to use relevant office equipment effectively	X	
Ability to support staff with administrative tasks, seeking support where necessary to respond to complex enquiries		X
Awareness of health and safety issues		X
Understanding of data protection and confidentiality, including knowledge of GDPR legislation		X
Personal Qualities & Values		
Commitment to the Trust's ethos and values and a willingness to support the school's policies and procedures in all areas.	X	
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	X	
Ability to work under pressure and prioritise effectively	X	
Commitment to maintaining confidentiality at all times	X	

Commitment to safeguarding and equality	X	
Friendly and approachable personality	X	
Embraces change well	X	
Organisational skills	X	
Deals with difficult situations effectively	X	
Good attendance and work ethic	X	

The Trust operates a safe recruitment process and appointment to the post will be subject to suitable references and an enhanced Disclosure and Barring Service check. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

How to apply

If you would like to apply for this vacancy, please download a Support Staff application form from the trust website <https://wlp.education/vacancies/>

For any queries, please email our friendly office team, office@stamfordbridgeschool.co.uk

Completed application forms should be emailed to office@stamfordbridgeschool.co.uk

Closing date: 9am Friday 26th June 2026

The trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.