

Hadleigh Community Primary School

Job Description – Finance/Admin Assistant September 2026

- Provide support with the financial processes of the school
- Process invoices
- Complete VAT return
- Input Bank payments and process the bank statement
- Input the credit card onto Arbor and reconcile
- General admin tasks as they arise during the school day
- Manage lettings of the school buildings, including invoicing, checking correct paperwork is in place and policies updated.
- Keep Governor paperwork up to date, prepare paperwork for Governor meetings and update Governor Hub.
- Work under the direction of the Office Manager and School Business Manager.
- Adapt to changes that need to be made to the working day as and when required.
- Answer telephones and greet parents, children and visitors to the school as well as answer staff queries.
- Take accurate messages and pass onto relevant people in a timely manner
- Make sure that all Safeguarding procedures are followed at all times