

# School Finance Officer (Dinners/Supplies)



## Job Description

**The main areas of work are detailed below.** This role may be revised and modified by the Governing Body or Headteacher during the course of the contract.

### Dinners System

To co-ordinator and administer the school dinner's system. School dinners are available under the universal free school meals scheme to all infant children and at a charge to all junior children:

- monitoring the dinners sittings,
- managing the cashless card system,
- accurate data entry and dinner payment management,
- banking and reconciliation of dinner monies
- monthly reporting on sales
- chasing of arrears,
- maintaining data on free school meals
- liaison with parents, kitchen manager and key staff.
- encouraging uptake in juniors and being part of the Healthy Schools Team.

### Finance Administrative Support

To provide secretarial and administrative support, as delegated by the Bursar, with specific responsibility for ordering and processing of all school supplies:

- compiling and placing of orders on behalf of the school within budget authorisations
- reconciling delivery notes to goods received and orders made
- ensuring correct distribution or store of goods received
- liaison with suppliers, finance team and caretakers

### Secretarial Support

Occasional cover for the front office and reception in times of absence and breaks.

### Computer Literacy

Knowledge of Office Applications (word, excel, access, outlook), training will be given on Dinners System Programme and Encore Accounts System.

### Policies & Procedures

Adhering to the Policies & Procedures of Yesoiday HaTorah School and compliance with the Children Act, Health and Safety legislation.

To attend training as required by the school

The School is committed to safeguarding and promoting the welfare of children and this appointment is subject to an enhanced DBS check and positive references.

### Confidentiality

Ensuring confidentiality is maintained in all areas

### Hours

This is a part-time (term-time) position hours 16-20 to be discussed, Monday – Friday and covering lunchtime break 12:20-1:20pm.

### Salary

Commensurate with experience