



JOB DESCRIPTION

Office assistant

School Office Assistant (with some Finance Responsibilities)

Position Summary:

Notre Dame Prep School is seeking an organised and dependable School Office Assistant with a focus on finance and administrative support. This role supports day-to-day office operations, handles various financial tasks, and assists with the efficient running of the school. The ideal candidate will be professional, collaborative, and able to manage multiple priorities in a school environment.

Key Responsibilities:

Administrative Support

- Greet and assist children, parents, staff, and visitors in a friendly and professional manner.
- Answer phone calls, direct inquiries, and manage incoming and outgoing correspondence.
- Maintain pupil records, attendance logs, and school documentation as required.
- Assist in scheduling meetings, managing calendars, and preparing materials.
- Order office supplies and manage inventory.

Financial Responsibilities

- Process purchase orders, invoices, and reimbursements in accordance with school policies, working with the schools outsourced finance team.
- Assist in tracking school budgets and monitoring expenditures, working with the schools outsourced finance team.
- Handle collection, receipting, and recording of school payments (e.g., pupil fees, fundraising income, etc.) working with the schools outsourced finance team.
- Co-ordinate with external accountants as needed.
- Support payroll documentation and staff timekeeping as applicable, working with the schools outsourced finance team.

Job Specification

Required:

- Up to date administrative or financial experience.
- Strong computer skills including Microsoft Office (Word, Excel, Outlook).
- Excellent communication, organisational, and time-management skills.
- Ability to handle confidential information with discretion.
- Able to work in a small team using initiative.
- Any other appropriate tasks as needed.

Preferred:

- Experience with school budgeting and financial procedures.

Working hours:

- 8am – 4pm Monday to Friday
- 30 mins lunchbreak
- 37.5 hours per week
- Term time only plus 2 weeks