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| Job Title | Administration & Finance Assistant |
| Salary | £12.50 per hour |
| Reporting to | School Business Manager |
| Location | Tottenham, Haringey, London |
| Type of position | Term time plus two weeks; permanent. |
| Hours | Flexible working will be considered and it is anticipated that the successful applicant will work between 30-40 hours per week. There is a need to be flexible about hours in order to carry out the duties and responsibilities effectively |
| Child Protection | All members of staff must comply with LAE Tottenham's Safeguarding & Welfare Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our sixth formers, these concerns must be reported immediately in accordance with the policy. |

The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.



Job Description

Administration & Finance Assistant

Key Responsibilities of the Post:

- To provide an effective and friendly administrative support service to the school
- To work collaboratively with the school receptionist in providing a friendly, helpful and efficient cover on reception for breaks and absence
- To deal with all enquires in a professional and courteous manner at all times

Administration

1. Provide administrative support as required to the Exams & Data Manager and in particular in the build-up to exam periods
2. Production of student progress reports
3. Management of central office supplies and ordering. Recharge to departmental budgets central supplies which are distributed
4. To provide reprographics assistance to staff as required
5. Maintain manual and computerised records/management information systems, input new data as necessary. Proactively perform housekeeping of MIS.
6. Take minutes/notes in meetings as required, and circulate associated information
7. Administration of school trips including recording income, booking transport, liaising with staff, pupils and parents
8. Assist in organising the letting of school premises, including dealing with initial enquiries, sending out documentation and contracts, liaising with staff as appropriate

Finance

1. Oversee the Purchase / Sales Ledger including ordering, invoices and ensuring appropriate authorisation in accordance with the Financial Handbook
2. Provide administrative assistance to the Finance Manager
3. To assist with the administration and support of the ParentPay system
4. Oversee and administer the student bursary and free school meal processes liaising with the Finance Manager and Pastoral Team
5. In conjunction with staff oversee the return of unwanted / damaged items

Reception

1. Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required
2. Ensure that any enquiries made at reception, by phone or by email by visitors, parents, staff or students are dealt with promptly, politely and directed to the appropriate person or location
3. In conjunction with the Receptionist and Caretaker, liaise with THFC security staff to receive deliveries, sign as required and direct items to the appropriate place ensuring that all post and deliveries are distributed effectively across site



4. Safeguard students by ensuring that any visitors sign in and out of the site, are issued with visitor badges and understand the need to be accompanied at all times if appropriate

Student Services & Recruitment

1. Provide weekly attendance analysis and support the Heads of House to identify students of concern
2. Support with making routine phone calls regarding attendance
3. To provide assistance with student recruitment and marketing as required and directed by the Admissions & Marketing Manager
4. To support the administration of student recruitment and other events including parents' evenings as required
5. Assisting with the maintenance of the admission register and associated lists

General Responsibilities of an LAE Tottenham member of staff

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Other clauses:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties
- The postholder may deal with sensitive material and should maintain confidentiality in all school related matters

Recruitment and Selection Policy Statement

The School's governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Person specification

| Essential professional criteria | How these will be confirmed |
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| English and Maths GCSE at A*-C (9-4) | Sight of original exam certificates / academic qualifications will be requested. There will be opportunities at interview to discuss experiences and examples that demonstrate these. Referees will also be asked about these qualities. |
| Excellent computer skills including Microsoft Outlook, Excel and Word. | |
| Accuracy and attention to detail. | |
| Excellent administrative and organisational skills | |
| Be self-motivated and enthusiastic about working on one's own, but also enjoy working in a team. | |
| Excellent interpersonal, communication and telephone skills | |
| Ability to maintain confidentiality inside and outside the workplace | |
| Able to demonstrate the willingness, commitment and ability to safeguard and promote the welfare of academy sixth formers | |
| Excellent timekeeping | |
| Recent relevant experience of providing administrative, financial and customer service support | |
| Desirable professional criteria | How these will be confirmed |
| An accounting qualification (or part-qualified) such as AAT | Sight of original exam certificates / academic qualifications will be requested. |
| Experience of Sage for Education (Sage 200) or similar | There will be opportunities at interview to discuss experiences and examples that demonstrate these. |
| Previous experience of working in a similar post in an educational establishment | Confirmation of former relevant employment will be requested. There will be opportunities at interview to discuss experiences and examples that demonstrate these. |