



JOB DESCRIPTION & PERSON SPECIFICATION

Finance & Data Assistant

BOW SCHOOL

44 TWELVETREES CRESCENT,

BOW, LONDON, E3 2QW

T: 020 7536 5525 F: 020 7987 4504

E: hr@bow-school.org.uk

www.bow-school.org.uk

Job Description

Finance & Data Assistant
Salary Grade Scale 5 Spine Points 12-15
Hours – 35 hours per week, term time plus two weeks
Liaising with: Data Manager, Finance Manager, Senior Leadership Team, Teachers, Support Staff, Pupils, and Local Authority
Responsible to: Data Manager & Finance Manager
Description of role
<p>The Finance & Data Assistant is responsible for:</p> <ul style="list-style-type: none">• Assisting the Data Manager in maintaining the school's MIS system and providing data tracking and analysis to enable effective teaching and learning and to drive school improvement.• Assisting the Finance Manager in the provision of a Finance Service to internal and external customers of the School and will cover a variety of tasks such as supplier payments, BACS, department budgets and accounting.
Main Duties
<p>Data</p> <ul style="list-style-type: none">• To assist with the creation and maintenance of the student assessment, targets & attainment data in Arbor so as to ensure accurate information is available at all times.• To support in the set-up, maintenance and processing of data entry sheets and associated data structures in Arbor used by teachers as per the student reporting calendar/timetable for student reports.• To generate and process student reports, subject targets and class lists.• To provide when requested, appropriate, ad-hoc, user-friendly, student data reports or analysis to assist teachers and academic, pastoral and school managers to enhance teaching and learning outcomes for individual pupils, for groups of learners and the school as a whole.• To assist with public exam and data processing including data analysis.• To assist with the completion of required student data returns to the Local Authority, Department for Education and other external agencies.• To generate and submit all Census reports to the London Borough of Tower Hamlets Local Authority.• To assist Data Manager in ensuring teaching staff, meet deadlines to ensure statutory requirements for reporting are met.• To assist Data Manager in creating and preparing complex strategic and operational data analysis for Curriculum in order to ensure 'non-data specialists' can translate data in the classroom to impact on pupil achievement.• To provide ICT skills and knowledge to support the data management being developed in school to monitor and analyse performance.• Respond to educational developments both strategic and operational that have implications on data management.• Develop, monitor and maintain the school report system and procedures (pupil review and reporting).• Keep up to date with all Curriculum and ICT developments Support teaching staff in the use of data to raise standards of pupil staff performance.• Keep abreast of current guidance, requirement and good practice in relation to target setting, the effective use of data and the construction of an effective curriculum timetable.

- Import and export all information required with regard to data or upkeep of the timetable Curriculum: set up teaching groups, ensure student group assignment is accurate and up to date.

Finance

- Processing payments to include set-up of suppliers and authorisations
- Input Purchase orders and check open Purchase orders, on hold items
- Creating invoices
- Chase outstanding payments due
- To meet the demands of qualification requirements and work with the training provider to ensure qualification is obtained within set timescales
- Attend college/training provider as and when required
- Meet deadlines of college/training provider
- Efficient use of systems including: RM Finance (training will be provided), Outlook, Excel and Word
- To maintain a confidential (manual and electronic) filing system to ensure that accurate up to date information is available to the Finance department
- To prepare and despatch standardised letters and e-mails as directed to the required standards and timescales
- To respond to basic requests for information relating to the Finance service
- To undertake filing, photocopying, collation of information and general clerical work on behalf of the Finance department
- To undertake standard word-processing, presentation work, spreadsheet work and database input as required

Any other duties commensurate with the grade as and when required by the Data Manager, Finance Manager or Senior Leadership Team.

GENERAL:

- To implement whole school policies and practices.
- To attend relevant meetings.
- To be aware of, and respond appropriately to, issues of data confidentiality.

SUPERVISION & WORK PLANNING:

The post holder will receive general direction and supervision from the Data and Finance Managers but will be expected to use initiative to anticipate requirements and deal with situations when they arise. The post holder will be a part of the whole school staff appraisal cycle where training needs and career development will be discussed.

Duties

The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Equal Opportunities

Governors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

Health and Safety

Governors are committed to a healthy and safe working environment and expect all its employees to implement and promote their policy in all aspects of their work.

Confidentiality

Governors are committed to maintaining privacy of all their staff. They expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not allowed to have.

Person Specification

This person specification details the necessary skills, qualifications, experience or other attributes needed to carry out this role. Applications are addressed against each of the criteria at either application or interview stage. Applications will be deemed unsuccessful if the essential criterion are not met.

Attributes Required	Essential/Desirable	Method of Assessment – Interview (I), Application (A)
Qualifications/Training		
Excellent levels of literacy and numeracy to NVQ Level 2 or minimum of GCSE Grade 5 or above /A-C Maths and English	E	A + I
Relevant Level 3 Qualification or training/qualifications	D	A
Experience of using Microsoft Office Applications including MS Excel	E	A + I
Experience		
Experience of managing a series of competing deadlines in a busy office environment.	E	A + I
Experience of providing a range of clerical, administrative and data support	E	A + I
An understanding of the secondary school curriculum	D	A + I
Experience of report writing and the ability to present and prepare complex reports to a wide range of stakeholders	D	A + I
Experience of manipulating and analysing complex data, identify trends and patterns and producing reports	D	A + I
Experience of working with school MIS systems such as Arbor	D	A + I
Experience of prioritising workloads, working to and communicating and holding others to deadlines.	E	A + I
Skills/Knowledge/Aptitudes		
Excellent ICT and Data Analysis Skills	E	A + I
Ability to interpret and manipulate complex statistics using MS Excel	E	A + I
Excellent organisational, interpersonal and communication skills	E	A + I
Ability to maintain standards of accuracy and have a calm, methodical approach to work whilst	E	A + I

work to tight deadlines and under pressure.		
Ability to interpret guidance and policies and devise practice to implement these	E	A + I
Knowledge of equal opportunities	E	A + I
Professional Values and Practice		
Ability to build and maintain successful relationships with students and adults, treating them consistently, with respect and consideration	E	A + I
Ability to work collaboratively with colleagues both within the school and other organisations. Carrying out the role effectively and knowing when to seek help and advice.	E	A + I
Ability to improve own practice through observations, self-evaluation and discussion with colleagues	E	A + I
Special Requirements		
Requirement to complete support staff induction and probation period successfully.	E	A + I
Willingness to undertake relevant training.		