

Finance & Administration Assistant

Information pack

For September 2017



Dear Applicant,

Thank you for requesting information about our Finance & Administration Assistant post.

This is an exciting School, where pupils experience a high-quality range of curricular and extra-curricular opportunities, and where they can develop a love of learning, respect for each other and the leadership skills needed for successful careers.

Our academic results are outstanding and girls make excellent progress as they move through the different key stages. Pupils tell us that they also find this a happy and caring place to be, with excellent relationships between the girls and with staff.

We look forward to hearing from you.

Linda Johnson

Head Teacher

**Job Description: Finance & Administration Assistant**

**Line Manager:** PA/ Office Manager

**Job Purpose:** To assist in the provision of a quality financial service to the School.

**Duties and Responsibilities:**

**Finance:**

* Inputting orders and processing invoices using the School ordering software.
* Assisting the Finance Officer with managing school bank account: raising cheques, banking monies and transferring information to the Foundation Office.
* Counting and recording Charity collections and income from School events.
* Administering student payments for extra-curricular lessons and additional goods and services.
* Organising travel passes for students in receipt of travel grants.
* Maintaining the School asset register.
* Administering site lettings and liaising with Foundation Office to ensure timely and accurate invoicing

**Office Administration:**

* Covering Reception desk first thing and in the absence of School Receptionist.
* Providing First Aid support to School Receptionist.
* Ordering office supplies and ensuring adequate stocks of stationery.
* Producing staff and student ID cards and allocation of keys to staff.
* Allocating locker keys to students and ordering replacements.
* Managing the reprographics area and liaising with supplier to ensure photocopiers are working to maximum capacity.
* Distribute in-coming post and franking and recording of out-going post.
* Assisting with other general secretarial and clerical duties of the office and producing resources for School where necessary.

**School support:**

* Attending full staff and departmental meetings as required and supporting departmental events/extra-curricular activities.
* Participating in appraisal and review arrangements.

The many and varied tasks involved in the administration of the school require a team effort with a flexible approach and a willingness to co-operate with other members of staff. A high priority is to be given to standard of presentation of all written communication, booklets and information sheets.

Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.

This job description should be read in conjunction with the contract issued on appointment by the Foundation Office. The post is subject to national conditions of employment and any changes which impact on the fulfilment of responsibility.

**Person Specification: Finance and Administration Assistant**

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|  | Essential | Desirable |
| Education and qualifications | GCSE or equivalent including Maths and English. | GCE Advanced level or equivalent. |
| Relevant experience |  | Experience working in School. |
| Financial experience | Experience working with recording money. | Financial experience within the public sector. |
| Skills | Competent in the use of spreadsheets and wordprocessing packages. Willingness to learn new software packages.  Excellent written communication skills at all levels.  Excellent spoken communication skills and a polite, pleasant and efficient telephone manner.  Ability to relate to a wide variety of people and form effective working relationships. Patience and the ability to deal with a wide range of demands from a variety of people.  Ability to work on own initiative and effectively as part of a team.  Willingness to undertake training as required and work in a developing and pressured environment to meet the needs of the School.  Excellent attendance and punctuality.  Ability to work under pressure and manage the workload to meet deadlines. | Previous experience with SIMS, School Comms, Parentpay, PSF packages.  Experience of working in customer focused environment.  Experience of working in a public environment. |

**THE POST**

**Hours:** The hours will be 36.5 hours per week, starting 8.30am. You will work term-time only, plus 5 days during the summer holidays.

**Salary:** Equivalent to NJC Grade 2, Salary Point 11 - 13 (depending on experience) £14,146.20

**THE ADMINISTRATION DEPARTMENT**

The department’s role is to provide an efficient and timely support to staff, pupils and parents, and to provide the first point of contact for all enquiries. The department plays a central role in the running of the school, and the School office is a busy and welcoming place.

We have a team of five office staff who work in the School office, along with other support staff based elsewhere in School. All the administration team enjoy a wide variety of work, and work as a team to cover all aspects of the work.

Other members of the team are:

Ms Sarah Harnett: Office Manager and Head’s PA

Mrs Gillian Woolaway: School Secretary

Miss Lotte Jackson: Student Intern

Mrs Lynn Kennedy: Finance and Examinations Office

**MAKING AN APPLICATION**

Applicants should complete the application form and write a concise supporting letter. Details should reach the Headteacher no later than Monday 5 June 2017.

Short-listed applicants will be given the opportunity to tour the School and meet members of the team at interview stage. If you have any specific questions about the post, please contact Sarah Harnett on [s.harnett@kechg.org.uk](mailto:s.harnett@kechg.org.uk) or 0121 444 2150 to discuss.

Interviews are likely to be held in week beginning 19 June 2017.