



FROGMORE

COMMUNITY COLLEGE



ADMIN ASSISTANT (FINANCE)
CANDIDATE INFORMATION



WELCOME TO OUR SCHOOL

Dear Candidate

I am delighted that you have shown an interest in the role of Admin Assistant (Finance) at Frogmore Community College.

At Frogmore, we believe that every student can flourish, given the right environment, support and challenge. As a relatively small school, with 706 students on roll, we care deeply about the achievement and wellbeing of every individual. Ofsted captured this ethos when they visited in February 2022, stating, "The school is a happy and friendly place to learn. Pupils say they feel that they belong to the 'Frogmore family'. They feel well supported and cared for by staff."

Leadership at Frogmore Community College is strong. Our Senior Leadership Team is united by a shared commitment to achieve the very best for every child. Regular and supportive line management, coupled with high levels of professional trust, mean that our exceptional team of middle leaders is proactively engaged in driving the school forward. Our small size leads to high levels of consistency and relationships in the school are incredibly positive. We are not complacent, however, and continuously seek to improve.

We are seeking an Admin Assistant who will go above and beyond to support our staff in their daily work. Our support staff team plays a vital role in enabling the smooth running of the school so that students are able to thrive, both throughout their time with us and into their future adult lives. You will play a particularly important role in supporting aspects of the school's financial organisation, including ordering, dinner money and uniform sales. You will also be an excellent communicator who recognises the importance of working as part of a team. Your attention to detail in all administration will support the smooth running of vitally important aspects of the school.

You will be joining a school with a strong reputation for the care it shows to every child and family. The right candidate will find this appointment extremely rewarding and a fantastic opportunity to develop their own career and make a difference in our community.

I actively encourage you to visit us for an informal tour. You will get a much better sense of who we are and what we are about. To arrange this, please contact reception on 01252 408444.

Frogmore Community College is a happy and supportive place to work. Relationships between staff are strong. We are proud of our school and are always excited by the opportunity to welcome new staff into our 'Frogmore family'. If you are similarly excited by the prospect of joining us, then I very much look forward to receiving your completed application.

Yours faithfully

Chris Vaudin

Headteacher

Job Description for Admin Assistant (Finance)

Role Title	Admin Assistant (Finance)
Role Purpose	<ul style="list-style-type: none"> To administer the school's online payment systems (for example cashless catering, uniform sales and school visits) To support the business manager and admin officer in placing orders To manage all aspects of community lettings To administer non-uniform days and other charity events, including counting all funds raised To manage bookings for the school minibus and ensure driver training is up to date To liaise with the PTA and external suppliers over the sale of school uniform To provide secretarial support to subject leaders To produce and maintain the school calendar (in communication with the senior leadership team) To manage school lockers To cover reception when required To contribute to improving outcomes for all students To work collaboratively within the support staff team and across the school
Reporting To	Business Manager
Working Time	Part Time – 30 hours per week, 39 weeks per year
Salary/Grade	Hampshire Support Staff Grade C
Disclosure Level	Enhanced

Organisation



Accountabilities

Accountability	Expectations
Safeguarding, Student Safety and Wellbeing	<ul style="list-style-type: none"> Be fully committed to safeguarding and promoting the welfare of children Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. To attend all Safeguarding and Child Protection statutory training, as required Adhere to Safeguarding policies and procedures and the Staff Behaviour Policy, upholding professional standards at all times Demonstrate empathy and kindness towards students and fellow staff
Confidentiality	<ul style="list-style-type: none"> All matters relating to children's and families' health and personal affairs are strictly confidential and under no circumstances is such information to be divulged to any unauthorised person. Disciplinary action, including dismissal, will be taken against any employee contravening this regulation. All staff are expected to respect the requirements under the Data Protection Act 1984, and its subsequent amendments.
Operational/ Strategic Planning	<ul style="list-style-type: none"> Assist in the development of appropriate syllabuses, resources, schemes of learning and teaching strategies for improving student health, safety and wellbeing Contribute to whole school planning activities, including interventions

Professional Development	<ul style="list-style-type: none"> • Take part in the school's staff development programme by participating in arrangements for further training and professional development • Continue personal development in relevant areas • Engage actively in the Individual Performance Planning process
Quality Assurance	<ul style="list-style-type: none"> • Contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management Information	<ul style="list-style-type: none"> • Maintain appropriate records and provide relevant accurate and up-to-date information for monitoring purposes
Communications	<ul style="list-style-type: none"> • Communicate effectively with the parents of students, as appropriate • Where appropriate, communicate and co-operate with persons or bodies outside the school • Follow agreed policies for communications in the school
Marketing and Liaison	<ul style="list-style-type: none"> • Take part in marketing and liaison activities such as open evenings, parents' evenings and liaison events with partner schools • Contribute to the development of effective links with external agencies
Management of Resources	<ul style="list-style-type: none"> • To assist the Assistant Headteacher to identify resource needs and to contribute to the efficient/effective use of physical resources • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students
Health & Safety	<ul style="list-style-type: none"> • In accordance with the provisions of the Health and Safety at Work Act 1974, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. Co-operate with the school to enable the school to perform or comply with its duties under statutory health and safety provisions. • All employees are required to participate in the school's accident/incident reporting systems and to comply with procedures and techniques for managing risks.

Other:

In addition to the above, we expect all staff to adhere to all school policies, attend and participate in staff meetings as required and make your own contribution to the community life of the school. Employees are expected to be courteous to colleagues and welcoming to all, in person, on the telephone, or in written correspondence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the school.

Frogmore Community College is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Frogmore Community College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Admin Assistant (Finance) - Person Specification

Key: App – Application Form Ref – Reference SP – Selection process. This could include a range of exercises, including an interview.		
QUALIFICATIONS		
Good standard of general qualifications	Essential	App/Checking at interview
Commitment to further professional development	Essential	App
Further qualification in a related area	Desirable	App
First aid training	Desirable	App
EXPERIENCE, KNOWLEDGE AND SKILLS		
Relevant experience in education	Desirable	App/SP/Ref
Experience in financial administration	Desirable	App/SP/Ref
Ability to deal with sensitive issues, manage conflicting views and expectations and cope with unpredictable issues	Essential	App/SP/Ref
Ability to demonstrate a person-centred commitment, valuing diversity and demonstrating respect for the language, religion and cultures of others	Essential	App/SP/Ref
Ability to work with degrees of risk, change and conflict and to identify personal stress levels, seeking advice and support when necessary within and outside personal supervision	Essential	App/SP/Ref
Work with due regard to confidentiality	Essential	App/SP/Ref
Strong administrative skills	Essential	App/SP/Ref
PERSONAL & PROFESSIONAL QUALITIES		
Self-Awareness: Emotional self-awareness; accurate self-assessment	Essential	SP
Social Awareness: Emotional intelligence; organisational awareness; understanding of appropriate professional behaviours in self and others; excellent presentation and communication skills	Essential	SP
Self-management: Emotional self-control; transparency; adaptability; resilience; initiative; optimism	Essential	SP
Relationship Management: Leadership potential; sense of humour; conflict management; team work and collaboration; warmth	Essential	SP
SPECIAL WORKING CONDITIONS		
To attend any training as deemed appropriate	Essential	SP
Agreement to the Governing Body undertaking a Disclosure & Barring Service check	Essential	SP
Experience of and commitment to effective inclusion and safeguarding strategies and practices	Essential	SP
Work in ways that promote equality of opportunity, participation, diversity and responsibility	Essential	SP



Frogmore Community College
Potley Hill Road
Yateley
Hampshire
GU46 6AG

01252 408444
adminoffice@frogmorecollege.co.uk
www.frogmorecollege.co.uk

 @FrogmoreCollege
 FrogmoreCollege

