

SEAX Multi-Academy Trust

**Employee’s Name ………………………………………………………………….......................**

**Employee’s Signature ………………………………….… Date ………………………….....**

**Finance and Administration Support**

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**Job Description & Person Specification**

| **Job Title:** | **Finance and Administration Support** |
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| **Grade:** | **Scale 5 (Points 9-12)**  |
| **Based at:** | **Thriftwood School and College****Please note: the role encompasses both sites** |
| **Reports to:** | **School Business Managers, Executive Headteacher** |
| **Liaison with:** | **School staff, learners, parents/carers, outside agencies, SEAX Trust** |
| **Job Purpose:** | Under the direction of the School Business Manager:* + - * To operate, maintain and develop the financial systems of the school in line with SEAX Trust policies and procedures
* To provide efficient administrative support services to the school
* To contribute to the successful and effective operation of the school
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| **Principal Accountabilities:** | * To function as a key member of the Finance and Administration Team, ensuring timely prioritisation of key tasks
* To assist the School Business Manager in providing a professional, efficient and effective administration support service to the school
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**Finance**

* Ordering, processing and payment for goods and services provided by Tesco to the Academy
* To chase payments and debtors.
* To manage the accounts email, filtering and actioning as appropriate.
* To print and match invoices to delivery notes, scan and process on our Purchase system, PSF financials.
* To assist in maintaining the Charge Card Ledger, ensuring timely input of all charge card transactions
* To set up new suppliers on our purchase ledger.
* To work with the Business Manager to maintain the Purchase Ledger.
* To maintain an asset inventory across both sites and ensure that it is managed in line with the SEAX financial regulations.
* To liaise with the Business Manager and suppliers regarding procurement of services and items, ensuring best value.
* To liaise with the Business Manager to support parents with payment plans for residential and / or other trips and expenses.
* To set up trips / visits / payment options on Arbor.

**Admin**

* Undertake typing and word processing as required
* Undertake filing, photocopying and reprographic work as required
* Provide general clerical support as required
* Access and record information on Arbor e.g.: telephone numbers and contact details
* To record and maintain consent records for learners.

**Reception**

* To provide cover for the Receptionist on both sites.
* Operate a ‘last person standing’ practise, ensuring that Reception is always staffed throughout the day
* Liaise with parents / stakeholders / transport firms, passing information on as necessary
* Routinely trouble shoot problems/issues for parents and answer queries confidently
* Accept and sign for deliveries and post as appropriate
* Ensure school security/visitor arrangements are always complied with, including the issue of visitor’s badges and signing-in procedures

**Welfare**

* Liaise with parents regarding learners sickness/injury
* Assist with visits from nurse, dentist etc
* Assist with the general welfare of learners

**General Duties**

* Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
* Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
* Respect **confidentiality** and maintain **professionalism** at all times
* Actively engage in relevant training opportunities, taking responsibility for own **professional development**
* Participate in the **performance and development review** **process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* Contribute to the overall **ethos, work and aims** of the school and Trust
* Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder’s professional responsibilities and duties.*

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| **Qualifications & Experience** |
| **Detail**  | **Essential** | **Desirable** |
| Specific qualifications & experience | Successful experience of administrative work in a busy school environmentEducated to GCSE levelEducated to A levelExperience of finance working in a school environmentQualification in finance | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png  |
| Knowledge of relevant Procedures | Working knowledge of general school policies and procedures Understanding of School environment | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |
| Literacy  | Very good reading, writing and oral communication skills | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Numeracy | Good numeracy skills and an ability to undertake accurate calculations | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Technology | Ability to use photocopierAbility to use word processor, databases and other IT applications |  |  |
| **Communication** |
| Written | Ability to complete reports, forms and letters | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Verbal | Ability to exchange verbal information clearly and sensitively with children and adults | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Languages | Overcome communication barriers with children and adults | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Negotiating | Ability to consult with colleagues in an effective way | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| **Working with Children & Others** |
| SEND | Good Understanding and support the differences in children and adults and respond appropriately in relation to the role  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Health & Wellbeing | Understand and support the importance of physical and emotional wellbeing  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Curriculum  | Understanding of the learning experience provided by the school / college in relation to the role | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Behaviour Management | Understand and implement the school’s behaviour management policy  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Team work | Ability to work effectively with a range of other adultsAbility to prioritise workload, delegate and work on own initiative | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Working with partners | Understand the role of others working in and with the school and college | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Information | Know when, how and with whom to share information Ability to provide timely and accurate information | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| **Responsibilities** |
| Organisational skills | Good organisational skillsAbility to work accurately with attention to detailAbility to remain calm under pressureAbility to work in a methodical way | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Work ethic | Ability to work independently and use own initiative  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Time Management | Ability to manage own time effectivelyDemonstrate a flexible approach | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| **General** |
| Equalities | Demonstrate a commitment to equality | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Health & Safety | Good understanding of Health & Safety | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Child Protection & Safeguarding  | Understand and implement child protection and safeguarding procedures | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentialityUnderstanding and implementation of the Trust’s Data Protection Policies | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |
| CPD | Demonstrate a clear commitment to develop and learn in the roleAbility to effectively evaluate own performance  | http://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.pnghttp://www.clker.com/cliparts/s/1/v/q/p/N/black-check-mark-md.png |  |