

UPPER WHARFEDALE SCHOOL

JOB DESCRIPTION

School Administrator (Finance)

GRADE D (SCP 4-6)

**Term-time only, training days plus 2 weeks (£16413.63 - £17017.06 per year)
32 hours per week**

Closing Date Friday 3rd February 2023 at 12.00pm

January 2023

RAISING THE EXPECTATIONS AND ACHIEVEMENTS OF ALL

We are committed to:

- **Setting and achieving challenging goals**
- **Developing, inspiring, effective and motivating teamwork**
- **Raising standards and meeting the needs of all learners**
- **Communicating our vision for future school improvement to a wide range of stakeholders**
- **Developing and strengthening partnerships through active collaboration**

RESPONSIBLE TO: Business Manager

JOB PURPOSE

To provide an administrative support service to the Headteacher and wider school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder will be responsible for basic finance duties.

JOB CONTEXT

Works within the busy environment of the school office, providing administrative and budget monitoring services. Excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken.

Enhanced DBS clearance required

ACCOUNTABILITLES/MAIN RESPONSIBILITIES

- Provision of administrative duties as required.
- Maintain confidentiality, as appropriate.

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to.
- Ordering of learning resources for teaching staff.
- Monitor stock levels, order office materials, equipment and services and check incoming orders.
- Carry out research, analysis and evaluation of data to assist in the preparation of reports (e.g. for the Governing Board/ Headteacher)
- Act as a Lead First Aider, including maintaining student records and care plans and recording incidents in the accident book.
- Make appropriate decisions to respond to problems/issues when they arise within the office.
- Maintain student records, using the Management Information System.
- Be responsible for the administrative aspect of confidential information e.g. policies, staff, students and parents records.
- Organisation and administration of school events, trips, visits and PE fixtures. (Including the use of the parent payment portal).
- Assisting with the organisation and administration of parent and student questionnaires.
- Organise transport for school trips, visits and fixtures.
- Undertake general administrative support to the Leadership Team.
- Administrative maintenance of the school calendar.
- Assist with school finance administration, including payment collection both in cash and via our online payment portal.
- Contribute to and produce school marketing documentation, including information for the school website, newsletters, brochures, policies and procedures.
- Communicate effectively with parents, students, colleagues and external agencies, using appropriate methods of communication, such as email, text messaging, face to face meetings, telephone calls and letters.
- To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
- Assist with administration linked to premises maintenance.
- Attend staff meetings and training days, within working hours.
- Highlight additional training and supervision needs to build on your skills and knowledge.
- Participate in professional learning/ training opportunities.
- Participate in the school's appraisal process.
- Take minutes at meeting, as required.
- Assist senior staff with budget preparation and revision, as necessary.
- In liaison with the Business Manager, monitor the school budget on a regular basis.
- Undertake the administration of accounts relating to the school, including payments, invoices, reconciliation of bank statements and other basic financial reports.

All the above duties may vary from time to time without changing the general character or the level of responsibility entailed.

PERSON SPECIFICATION

JOB TITLE: School Administrator (Grade D (4-6 SCP))

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Clerical or administrative experience • Experience of using Microsoft Office software 	<ul style="list-style-type: none"> • Cash handling experience • Experience in a school setting • Experience of school management information systems • Experience of accounting software (e.g. RM Finance)
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge of administrative and office systems 	
<p><u>Occupational Skills</u></p> <ul style="list-style-type: none"> • Computer literate • Good written and verbal communication skills • Good numeracy and literacy skills • Good Judgement • Problem solving skills • Analytical skills 	<ul style="list-style-type: none"> • Budget management skills
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Literacy and Numeracy Qualification e.g. Grade C / 4 at GCSE or equivalent 	<ul style="list-style-type: none"> • CLAIT Plus, ECDL or similar level 2 administration/ IT qualification • Appropriate first aid training
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Attention to detail and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload. 	
<p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • To be committed to the school's policies and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required 	