



## **JOB DESCRIPTION and PERSON SPECIFICATION**

### **Finance and administrative support officer**

**Lady Joanna Thornhill Primary School**  
**Bridge Street, Wye, Ashford, Kent TN25 5EA**

#### **Job details**

**Job Type:** Part-time, term time  
**Part-time hours:** 15 hrs per week  
**Salary:** KR5

#### **Job description**

An exciting opportunity has arisen at Lady Joanna Thornhill to join the finance and administrative team. This role will provide the administrative support for our wrap-around care service *Thrive* and quality assure the service. Lady Joanna Thornhill runs its Wrap-around Care service to children from our Primary School, from 7.30– 8:45am; 3:00 - 6.00pm daily, term time. The service is housed on site and benefits from our school facilities.

This post will also include finance and administrative support for the Finance Manager and School Business Manager.

#### **Key duties and responsibilities:**

- To quality assure *Thrive* to ensure it is a safe and stimulating environment and to assist with the developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- To follow guidelines and procedures for safeguarding in accordance with Lady Joanna Thornhill Primary Schools' policies and procedures.
- To ensure *Thrive* runs smoothly through concise and cohesive administrative procedures., including clear communication with parents.
- To carry out any other duties, which will be seen to enhance the work of the Wrap-around Care service and any other administrative tasks, including finance, as directed by the Finance Manager or School Business Manager.

The successful candidate would be required to:

#### **Administration**

- Manage the Thrive email account ensuring the school meets its expected response times
- Maintain a register of children attending Thrive, communicating with parents, staff and children effectively.
- Ensure that registration forms are in place, shared and stored in line with GDPR.
- Assist in preparing the After School Service facilities and activities.
- Manage computerised record/information systems

- Analyse and evaluate data/information and produce reports/information/data as required
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Assist with marketing and promoting the school
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents
- Carry out financial administration in line with the school's procedures
- Support the Finance Manager and School Business Manager as directed.

#### Leadership

- Use quality assurance materials to review the effectiveness of the service, making recommendations
- Take all decisions in line with the vision and values of the school, and encourage others to do the same

## Person specification

CRITERIA	QUALITIES ESSENTIAL	DESIRABLE
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> <li>• GCSE grade c or above in English and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Kent finance systems</li> <li>• Level 3 Diploma (or equivalent)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Carrying out administrative tasks</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Previous school finance and personnel experience.</li> <li>• Significant experience in administrative / finance roles.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good oral and written communications skills</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Embraces change well</li> <li>• Deals with difficult situations effectively</li> </ul>	
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