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| Job description – Administrative Assistant NJC 3 Point 5 FTE £21,855 Prorated £19,700  37 Hours per week Term Time Only + 2 Weeks (41 weeks per year) | |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| Summary of the role: | To support the varied processes of the Academy in a timely fashion and in accordance with Trust Policies, Procedures and Guidelines. |
| Line management responsibility for | N/A |
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| Main duties and responsibilities: | * Supporting the business manager with finance processes such as raising orders, ensuring that orders are processed within agreed budgets, in line with procedures and providing best value. Entering supplier invoices onto finance system., maintenance of supplier’s records and bank details, reconciling monthly statements * To support the processing of Cash Book transactions, recording accurately within finance system, collecting cash and paying into the bank. * Supporting the preparation of monthly bank reconciliations. * Responsible for Petty cash transactions, making payments in accordance with procedures. * Administer the lettings process, taking bookings, liaising with external organisation and invoicing accordingly. * Support the coordination of school trips, setting up the services on the cashless system, collating payments received and processing invoices. * Assist the Business Manager in any issues relating to Finance, HR, Admissions, Attendance and Reception as required. |
| Line management duties and responsibilities | * Not applicable to this role |

You may also be required to undertake such other comparable duties as the Head requires from time to time.

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| Person specification  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | |
|  | Essential | Desirable | Method of assessment |
| Relevant Experience | * Excellent working knowledge of Excel spreadsheets * Well-developed organisational skills * Planning, prioritising and managing workload in an environment of conflicting demands * High level of ICT skills * Good analytical and problem-solving skills | * Experience working in a Finance environment * Experience in a range of financial management systems, preferably Sage * Detailed knowledge of sound financial practice and procedures | Application form,  Discussion at interview |
| Qualifications  (Education/Training) | * GCSE Maths and English at Grade C/4 or equivalent * Or equivalent experience | * Good standard of education to at least level 3 (A Level) standard * Bookkeeping Qualification | Application form |
| Job Related Knowledge & Skills | * Ability to prioritise work * Ability to manage time effectively * High levels of accuracy when inputting data * Ability to maintain confidentiality in all school matters |  | Contents of the application form Interview Professional references |
| Personal Qualities | * Ability to be flexible and to take a proactive approach * Able to build effective and positive working relationships * Organised and methodical approach to work * Excellent interpersonal and communication skills * Enthusiastic and committed * Committed to safeguarding and promoting the welfare of children and young people * Committed to personal learning and development | * Ability to act on own Initiative * Strong outgoing personality | Contents of the application form Interview Professional references |
| Equal Opportunities | * An understanding of and commitment to equality of opportunity. |  | Contents of the application form  Interview  Professional references |
| Additional Factors | * Committed to safeguarding and promoting the welfare of children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * All employees are subject to an Enhanced Disclosure and Barring Service check, according to current statutory requirements. |  | Contents of the application form  Interview  Professional references |