**Administrator (Finance)**

Unsworth Primary School

Application Pack



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**About Unsworth Primary School**

At Unsworth Primary School we pride ourselves on providing children with a happy and stimulating environment in which they can learn, develop and achieve.

Our committed staff team work hard to encourage the children to enjoy learning, achieve their best, behave well, support each other and grow in confidence to become outstanding citizens.

We are committed to providing a warm and supportive ethos where staff, children and parents work together to ensure all feel happy, safe and cared for. We believe that each child has their own unique qualities and we take care to bring out these gifts and talents, to nurture them and celebrate them together, valuing the contribution each child makes to our community.

At Unsworth Primary School we have 5 core values that were chosen by all of our community. These values are weaved throughout all that we do.



**Unsworth Primary School Mission Statement and School Aims**

Our school community is committed to providing a **safe**, **secure** and **stimulating** learning environment where personal achievement and respect for the individual is valued.

Together we build an **understanding** of one another and look to **develop** the **self-esteem** of every child.

**Our School Aims:**

* To Create a happy and caring school for all our children
* To provide a welcome for parents, governors and members of the wider community
* Celebrate the individual contribution of every child
* Help each child to develop confidence in themselves and respect for others
* Deliver a broad, balanced and differentiated curriculum that is accessible to all our children
* Encourage all members of the school community to be fully committed and involved in the life of the school
* Develop positive learning partnerships between home and school
* Have high expectations of every child enabling them to reach their full potential
* Create a lively and stimulating learning environment
* Communicate out Mission Statement and aims to all members of our school community

**Job Description**

**Administrator (Finance)**

**Normal place of work:** Unsworth, although you may be required to work at any other school in the Trust

**Responsible to:** School Business Manager and will work closely with the Trust Finance Manager

**Hours of work:** 37 hours per week, term time + 10 days

**Salary:** Grade 7, (7-11 SCP)

**Special Conditions of Service**

* Annual leave must be taken in school closure periods
* Attendance at evening meetings may be required
* Be prepared to offer flexibility in hours

**Job Purpose**

* Provide a comprehensive day to day support on all financial accounting practices in conjunction with the Finance Manager
* To adhere to the trust financial procedures manual and Academies Financial Handbook (AFH)
* Provide an efficient, responsive, and high-quality administrative service to the school

**KEY RESPONSIBILITIES**

**Financial Administration**

* Oversee the day-to-day financial administration needs of the finance function
* Maintain internal controls and procedures to ensure accuracy and completeness of accounting records and systems
* Process invoices for payment ensuring that purchase orders and delivery notes match
* Responsible for the receipt, safekeeping and banking of all monies received by the school
* Monitor use of the school credit cards and prepare monthly statement reconciliations
* Process reprographics recharges
* Assist with finances and administration for extended services and school lettings
* Raise sale invoices in a timely manner
* Monitor creditor and debtor accounts
* Respond to financial queries, identifying and correcting financial discrepancies and resolve financial disputes in a timely manner
* Organise rates refund through DfE sign in
* Comply with the Academies financial handbook and financial regulators
* Assist with year end and annual audit processes
* Manage the school Parent Pay system, ensuring all parent accounts are activated and end of year procedures are followed
* Manage the before and after school income
* Manage income from milk and fruit sales
* To monitor arrears, reporting any concerns to the CFO
* Keep up to date the school asset register
* Liaise with budget holders over curriculum capitation allocations

**Administration Duties**

* Complete any requests for documents that need binding or laminating so that they are finished promptly and in the most appropriate manner
* To undertake typing / word processing of correspondence, standard letters, reports, publications and other documents as required
* Provide cover for other administrative colleagues when required
* Provide admin support to SLT and school staff as required
* Maintain the office stationery supply and re-order items as required
* Assist with reception duties and welcoming visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required
* Liaise with staff, governors, pupils, parents and outside agencies as and when required
* Maintain aspects of the school Management Information system
* Order security passes, staff ID badges and monitor key entry cards
* To ensure all FSM and pupil premium information is correct on Integris and Parent Pay and any changes are updated
* To use CPOMS to record any safeguarding incidents or information to the safeguarding team

**Educational Visits**

* In consultation with the Head teacher update and review the school Educational Visits policies and procedures
* Maintain the school Evolve system, inputting all educational visits and liaise with staff on Risk Assessments
* Book all transport for trips and annually update associated Risk Assessments in consultation with the Head teacher
* Manage trip permissions, food choices and trip information through Parent Pay and Parent Hub

**PTA**

* Put together the annual Calendar of Events
* Organise termly PTA meetings in liaison with the Chair of the PTA and take minutes at the meetings
* Liaise with the PTA Treasurer and meet monthly with the Head teacher to look at the PTA accounts
* Manage all PTA letters and correspondence through Parent Hub in liaison with the Chair of the PTA and Head teacher
* Take a strategic role in planning and putting events together

**Other**

* To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
* To be committed to the principles of on-going professional development and to undertake appropriate training as required
* Follow school ethos and values of learning, respect, friendship, honesty and happiness

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Description Prepared by:**  K. Bloomfield |  | **Signed:** | **Date:** |
| **Agreed Correct by Post- Holder:** |  | **Signed:** | **Date:** |
| **Agreed Correct by CEO of Oak LP:**  E. Parkinson |  | **Signed:** | **Date:** |

* To undertake any other duties and responsibilities commensurate to the grade

**Person Specification**

1. **Educational and Training**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Essential/**  **Desirable** | **Evidenced In** |
| 1.1 | GCSE Maths and English at Grades C or above (or equivalent) | E | Application |
| 1.2 | ICT Qualification | E | Application |

1. **Relevant Experience**

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| --- | --- | --- | --- |
|  | **Criteria** | **Essential/**  **Desirable** | **Evidenced In** |
| 2.1 | Experience of working within Administration | E | Application  Interview  Reference |
| 2.2 | Experience of working within an office environment | E | Application  Interview  Reference |
| 2.3 | Experience of working within a team | E | Application  Interview  Reference |
| 2.4 | Customer Service Experience (internal or external customers) | E |  |

1. **Skills, Abilities and Attributes**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Criteria** | **Essential/**  **Desirable** | **Evidenced In** |
| 3.1 | Ability to communicate verbally and in writing effectively and confidentially with persons at all levels | E | Application  Interview  Reference |
| 3.2 | Ability to deliver a high standard of customer service | E | Application  Interview  Reference |
| 3.3 | Ability to deal with situations under pressure in a tactful, calm and confident manner | E | Application  Interview  Reference |
| 3.4 | Possesses good numeracy and literacy skills | E | Application  Interview  Reference |
| 3.5 | Ability to work collaboratively and independently | E | Application  Interview  Reference |
| 3.6 | Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines | E | Application  Interview  Reference |
| 3.7 | Commitment to continuing professional development | E | Application  Interview  Reference |
| 3.9 | Demonstrate the ability to operate various software packages i.e. Microsoft Word and Excel | E | Application  Interview  Reference |