

## ROLE PROFILE

### #RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	School Services Administrator	<b>School:</b>	Harrogate Grammar School and Rossett School
<b>Salary Grade:</b>	Band 7	<b>Working Hours:</b>	Part time 30 hours week Monday - Friday
<b>Contract Type:</b>	Permanent, Term time + Training Days + 2 weeks	<b>Location:</b>	Harrogate

**Responsible to: Senior Finance Officer**

**Role summary:** The School Services Administrator plays an important role in supporting the smooth running of the iPad Schemes across two busy and successful secondary schools. This position is ideal for someone who enjoys organised, varied administrative work and takes pride in providing clear, accurate and timely support to students, families and colleagues.

#### Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

#### Role specific responsibilities:

##### Scheme Administration and Record Management

- Maintain accurate and up to date records of all iPads, ensuring documentation is completed and stored appropriately.
- Oversee the iPad mailbox, responding to enquiries from parents, students and staff in a timely and professional manner.
- Support the preparation, distribution and return of iPads throughout the scheme lifecycle.
- Keep iPad spreadsheets and data systems organised, accurate and streamlined.

##### Financial Processes and Income Management

- Monitor donations, identify missed or lapsed payments and follow up with parents or the Digital Poverty Alliance to maximise income.
- Produce debtor reports and analyse outstanding balances.
- Carry out credit control activities using email, letters and telephone contact to minimise bad debt before escalation to the Finance Team.
- Process refunds and confirm details to parents or carers.



- Assist with price calculations and administration for end of scheme iPad sales to students and upgrade purchases for staff.
- Track student leavers and ensure all iPad sales or returns are fully recorded.
- Contribute to the development and maintenance of financial recording and control procedures.

#### **Support, Communication and Liaison**

- Act as the first point of contact for all iPad related queries, providing clear and helpful information.
- Liaise closely with Year Managers to support the student sanctions process for repeated repairs.
- Work with the Network Services team to resolve issues and support scheme operations.
- Use school systems to identify students eligible for financial assistance (PP/FSM).
- Share knowledge and collaborate with other schools on scheme setup and best practice.

#### **Scheme Development and Continuous Improvement**

- Assist in developing and updating content for the iPad webpage.
- Identify areas for improvement within scheme processes and contribute to implementing solutions.
- Support the preparation and amendment of scheme documentation, subject to approval from the Senior Finance Officer.

#### **General Duties**

- Provide support to the wider Finance Team when required.
- Undertake additional tasks as agreed with the Senior Finance Officer.
- Contribute positively to the wider work and ethos of the school.

**All colleagues**, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

#### **RK People responsibilities:**

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.



## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



## Our Trust Values



### Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



### Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



### Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

## Our Trust Goals



### We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



### We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



### We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



### We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



### We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Good organisational skills and high levels of self-motivation	*	
Good communication and interpersonal skills	*	
High level of accuracy and attention to detail	*	
Good level of numeracy skills	*	
Reliability in all aspects of work and conduct	*	
Ability to work/around young people	*	
Ability to work under pressure and to meet deadlines	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Understanding financial information and accounting records		*
Working in a finance department of an educational establishment		*
Experience of report writing and data analysis		*
Used to dealing/communicating with different members of staff	*	
Experience of MS Office packages with strong Excel skills	*	



Safeguarding and Promoting the Welfare of Pupils	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

