



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



*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.

Job Title:	Finance Officer – iPad Administrator	School:	Harrogate Grammar School and Rossett School
Salary Grade:	Band 7	Working Hours:	Part time 30 hours week Monday - Friday
Contract Type:	Permanent, Term time + Training Days + 2 weeks	Location:	Harrogate

Responsible to: Senior Finance Officer

Role summary: iPad Assistant reporting to the Senior Finance Officer, will be primarily responsible for the day-to-day administration of the Pad Schemes for Harrogate Grammar School and Rossett School. The post requires experience of working in a busy office and the ability to work to deadlines to enable the production of timely and accurate scheme information.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- Maintain the school's records of iPads and document accordingly.
- To be a first point of contact for any iPad queries from Parents, staff or students, via email or phone.
- To oversee the iPads mailbox and respond to any emails accordingly and in a timely manner.
- To assist with the preparation and distribution of iPads for learning.
- Preparation and amendments of documentation subject to approval by Senior Finance Officer
- Identify lapsed/missed donations and follow-up to maximise income generation expectations. Including with Digital Poverty Alliance and parents by telephone or in writing.
- Implement, facilitate, and monitor a student sanctions programme for high levels of repairs to reduce financial burden on school, liaising with Year Managers where necessary.
- Production of debtor reports and communication analysis of debtor balances
- Liaison with the Digital Poverty Alliance at all levels with regard to parental direct debit donations
- Maintenance and streamlining of iPad spreadsheet/data.
- Credit control using a combination of email, letter and telephone techniques to minimise the risk of bad debt before passing onwards to escalating to the Finance team for invoicing.
- Assist with the sale of iPads to students at end of scheme and staff on iPad upgrade including price calculation.



Learning Trust Alliance Teacher Training Teaching School Hub

- Identify student Leavers and track/record all iPad sales/returns through to completion.
- Liaise with staff/utilise school systems to identify PP/ FSM Students for financial assistance
- Close liaison with Network Services team
- Knowledge sharing/consultation with other schools on scheme set up, queries etc
- Development of iPad webpage content and identify, resolve and implement areas for improvement
- Filing of all student related paperwork electronically on MSTORE
- Processing and recording of refunds as required and confirmation to Parent/Carer
- Resolution of iPad related queries
- Identify and request journal transfers to iPad budget for iPad PP repairs/Bursary iPad payments as and when required
- Ability to assist with the establishment of financial recording and control procedures where necessary.
- Ability to communicate clearly and appropriately with a wide variety of customers.
- Assist other members of the finance staff team with tasks when necessary
- Adhoc duties as agreed with the Senior Finance Officer.

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	*	
Knowledge of MSTORE		*
Business/Finance training course		*
Experience of MS Office packages	*	
Basic financial knowledge		*
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	*	

