

JOB DESCRIPTION and PERSON SPECIFICATION

ACADEMY:	Thorpepark Academy	POSITION NO:	
	Part of Venn Multi Academy Trust	GRADE: 4	
JOB TITLE:	Administration & Finance Assistant	DATE PREPARED:	July 2024
EVALUATION DATE:	2nd July 24	JE NUMBER:	NJCV22b

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

PURPOSE: To provide an efficient, accurate and responsive administrative support service to the Academy and contribute to the service by working flexibly as a member of the Administration Team.

PRINCIPAL ACCOUNTABILITIES:	
<i>Please note decision making must be included within the Principal Accountabilities</i>	
1.	To promote and safeguard the welfare of children and young people.
2.	To undertake reception face to face and telephone duties, answering enquires from staff, pupils, parents and the general public.
3.	Ensure all visitors are welcomed and directed and records kept for their arrival and departure.
4.	Assisting with arrangements for visits to the school.
5.	Provide routine clerical support eg filing, photocopying and complete routine forms eg recording school dinner requests, admissions and leavers (CTFs), school census, SATs and school reports/returns.
6.	Responsible for managing manual and computerised systems eg electronic dinner money systems, lunch bookings and reconciling our school meals money on a daily and weekly basis.
7.	Manages our Site Management system to ensure the school meets all health and safety requirements: Every.
8.	Responsible for pupil transport arrangements, including liaising with the LA and transport companies.
9.	Responsible for ordering, recording uniform and reconciling sales money.
10.	Responsible for gathering quotes for orders following schools Best Practice procedures and creating purchase orders.
11.	Undertakes financial administration duties of processing orders for the full school.
12.	Maintains our pupil and staff records in Arbor, National College etc.
13.	Responsible for the completion of all paperwork, placement and induction of work experience, students and volunteers.
14.	Responsible for ensuring the school visit policies and procedures are met using the Evolve system.

15.	Manages our out of school clubs and trips eg. booking outside providers, letters to parents, responsible for reconciling the money and ensuring all relevant checks take place and risk assessments in place for all clubs.
16.	Support the SBM with HR admin, elements of staff recruitment and payrolling
17.	Under the direction of the SBM, maintain the day-to-day input into spreadsheets such as the Single Central Register, training log, communicating with relevant people where necessary.
18.	Establish constructive relationships and communicate with other agencies/professionals
19.	Maintain asset log including ICT eg recording new assets and removing as occurs.
20.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Academy, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Academy's Health and Safety policy.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Academy.

DIMENSIONS:

All sections should be completed – if there aren't any state 'none'

1. Responsibility for Staff:

None.

2. Responsibility for Customers/Clients:

All school visitors, anyone with an enquiry.

3. Responsibility for Budgets:

None.

4. Responsibility for Physical Resources:

None.

WORKING RELATIONSHIPS:

All sections should be completed – if there aren't any state 'none'

1. Within the School/Academy

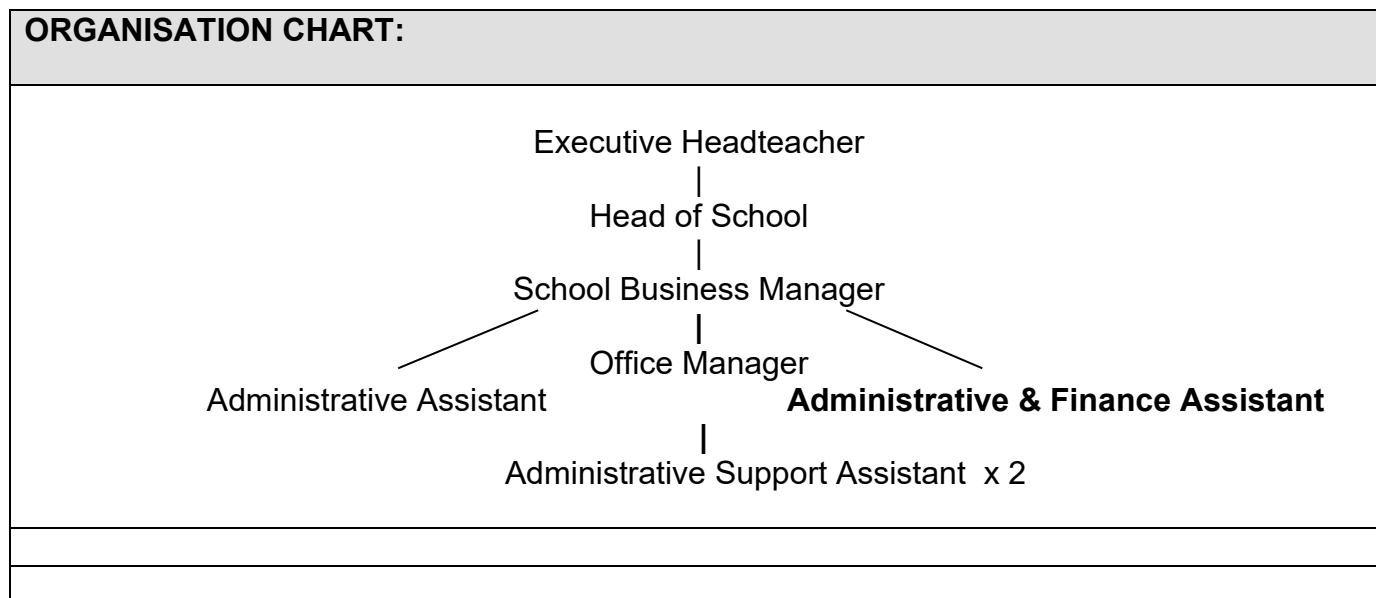
Any individual within or visiting the school, any individual contacting the school by telephone.

2. Within the wider Venn Trust

Interaction with pupils, parents/carers and staff from other Academy's and members of the Academy.

3. With External Bodies to Venn

Face to face or telephone contact with members of the public.
Enquiries from external organisations.



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	X						
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	X						
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.	X						

PERSON SPECIFICATION		Tick relevant column		List code/s*
The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. *Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation		Essential	Desirable	How identified
1.	Qualifications:			
	Educated to NVQ level 3 or equivalent experience	X		AF & CQ
	Maths and English GSCE A-C or equivalent	X		AF & CQ
	Safeguarding Level 1		X	AF & CQ
2.	Relevant Experience:			
	Receptionist/front of house experience	X		AF
	Experience of administrative work in a busy office environment in an educational setting	X		AF & I
	Experience of using computer information systems including School Management System, FMS and Microsoft packages and is computer literate.		X	AF & R
	Experience of collecting and reconciling monies on a daily basis from various sources of income	X		AF & I
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people	X		AF & R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		AF & R
	Good reading and writing skills	X		AF
	Effective problem-solving skills	X		I & R
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	X		AF & R
	Know the importance of the impact of good first impressions	X		R & I
	Working knowledge of health and safety e.g. producing risk assessments	X		AF & I
	Knowledge of school financial procedures		X	AF, R & I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	X		R
	Ability to exchange verbal information clearly and sensitively with children and adults	X		AF & R
	Pleasant, friendly telephone manner	X		I
	Ability to negotiate with colleagues and work well as part of a team.	X		AF & R
	Written Skills			
	Ability to complete forms legibly and accurately	x		AF
6.	Other:			
	None			
8.	Additional Requirements:			
	None		N/A	

PERSON SPECIFICATION		Tick relevant column	List code/s*	
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9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the Academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	X		AF(after short listing)
	If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A	AF(after short listing)

Signed

Print

Date