

Job Description



Arden Multi Academy Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Administrator
School	Dorridge Primary School
Salary	Band C
Responsible to	Trust Primary Business Manager and Head of School
Hours	13.5 hours per week

1. Job Purpose

To work with the Trust Primary Business Manager to assist with smooth financial operations within school. The post holder will work across all ledgers for main school budget, manage our school fund and assist with the HR procedures for the school. The post holder will be required to support the administration of trips, music, lettings and the before and after school provision.

2. Key Responsibilities

2.1 Main Duties

Purchase Ledger

- Ensuring best value in the school's procurement of good and services.
- Ensuring compliance to the school's controls and procedures regarding procurement, which are governed by statutory obligation.
- Ensuring correct coding of orders and invoices on the finance system.
- Providing the initial point of contact for the school's budget holders when making a purchase requisition.
- Processing the order with the external supplier.
- Resolving purchasing/payment queries/disputes.
- Ensuring all purchase orders and invoices are authorised prior to posting.
- Monitor the finance inbox; identify and print off supplier invoices for processing.
- Set up new suppliers following Arden MAT guidelines.
- Process all supplier invoices into the finance system, match to the correct purchase order whilst ensuring the correct VAT treatment is recorded.
- Process all petty cash claims and record in the finance system each month, ensuring the correct VAT treatment. Reconcile the petty cash float at month end and ensure that the imprest is restored.
- Process all debit card purchases and record in the finance system each month, ensuring the correct VAT treatment.

Sales Ledger

- Income notifications to be shared with Trust Finance Assistant for processing on PSF.
- Monitor Debtors report and chase for payment of any invoices outstanding.
- Be the first point of contact for all queries.

- Raise ad-hoc sales invoices as requested in accordance with purchase order received.

Lettings

- Maintain existing letting agreements, raise invoices and deal with queries.
- Liaise with the site team and ensure that facilities are available for letting.
- Raise a booking form and invoice then send to customer.

Music

- Liaise with Music Service to coordinate Music Lessons
- Liaise with parents to enable the ordering of instruments
- Manage lesson timetabling in conjunction with the office to reflect changes and changes due to school events

School Fund

- Record and monitor all income and expenditure.
- Claim Gift Aid
- Reconcile monthly against bank statements.

School Trips

- Setting up school trips on the school's cashless payment system
- Provide information to the office regarding Trips to enable letters to be produced
- Provide support to Teachers to assist with the administration of the trip
- Update Evolve, book coaches, Risk Assessments, First Aid, Diary Dates
- Create and provide reports to assist in ensuring that all monies have been received and are available for the trip including the collection of overdue monies.

Darby's

- Monitor and reconcile the receipt of Darby's income alongside Darby's Manager.
- Record overtime claims for Darby's and Holiday Club

ParentPay

- Liaise with parents regarding any queries and resolve any issues that arise from Parent Pay.
- Upload all new accounts on parent pay for the new academic year.
- Upload weekly income reconciliations onto PSF.

Human Resource Administration

- To be responsible for recording all staff absence (sickness, leave of absence etc.) using the iTrent system and locally held records. Providing an analysis of this data for SMT and governors when required.
- To be responsible for processing additional hours worked and individually claimed allowances within prescribed deadlines.
- To administer the school Single Central record (using Online SCR) ensuring that it is up to date and accurate at all times. This includes the recording of all new staff, contractors, agency staff, volunteers, and governors and their onboarding checks in line with the Safer Recruitment and Trust Policies
- To assist in the onboarding process of new staff eg. DBS, ID, references, health checks, social media checks, teacher checks
- To ensure all offers of employment are issued, checks are made in line with Safer recruitment procedures and contracts are issued.
- To file ensure personnel files are kept up to date and paperwork is filed accurately
- To liaise with the central team as required

	<p><u>Ad Hoc Tasks</u></p> <ul style="list-style-type: none"> • Deposit any monies received at the bank as appropriate. • Archive all records at year end in line with the Record Management policy. • To train and act as a First Aider • <p><u>General</u></p> <ul style="list-style-type: none"> • Contribute to the overall ethos, work and aims of the school. • Participate in the school's performance management process. • Work co-operatively and in collaboration with all other colleagues. • Be responsible for prioritising tasks confidently and independently including dealing with queries and problems that arise • Deal with all queries in a timely manner. • Work within and to the finance, payroll and HR timetable. • The aim of the school is to improve efficiencies with the administrative processes. Therefore, tasks may vary, and will not be limited to those identified in the job description. <p>Other tasks, responsibilities and duties may be required from time as required by either the Office Manager, School Business Manager or Head of School.</p>
2.2	People
	No line management responsibility.
2.3	Safeguarding
	Arden Multi Academy Trust is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Financial
	<ul style="list-style-type: none"> • Work within and enforce the School's Finance procedures, as outlined in the Finance Procedures Handbook, Purchasing policy and Rules for Contract Procurement. • Responsibility for supporting the preparation of financial matters and paperwork, for submittal, as necessary, to the Head of School, Senior Leadership Team, Governing Body and Arden MAT.
2.5	Buildings & Equipment
	The post holder will be responsible for treating the building and equipment with respect and reporting any defects as they arise.
2.6	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the Trust's Health and Safety policies.
2.7	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Mobility

		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of AMAT they may be required.
	3.2	Equal Opportunities
		AMAT is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and AMAT therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Compiled/Reviewed by	Director of Primary Education and Trust Primary Business Manager
Date	May 2024

Person Specification



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Finance and HR Assistant	Post No	
Location			
Salary Band/Range	Band C		
Responsible to:	Head teacher		

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Minimum of a C/5 grade in English and Maths GCSE (or equivalent experience)	AAT/Part qualified	App form

Skills & Abilities	<p>Excellent communication skills</p> <p>Ability to prioritise, set and meet deadlines</p> <p>Good organisation and administration skills</p> <p>Good customer service skills</p> <p>Good team player</p> <p>Self-disciplined and efficient, with a flexible and proactive nature.</p> <p>Ability to work under pressure including managing interruptions and conflicting demands on time</p> <p>Able to work on own initiative and respond quickly to unexpected problems and without detailed direction</p>		App form and interview
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Experience & Knowledge	Knowledge of basic financial procedures, policies and accounting code structures	Previous experience of working in a finance department	App form, Interview
	Demonstrable knowledge of bookkeeping	Experience of Oracle Financial Systems	
	Ability to identify errors and make corrections to financial records	Experience working in an educational setting	
	Experience of utilising a computerised financial system		
	Experience in Excel and Microsoft office packages		

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

Other Requirements	Candidate will be required to undertake a DBS check.
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