



Finance & HR Admin Assistant

September 2024

Applying

Grade & Salary:	Grade E Point 12 / £25,383 (FTE)
Hours:	Part Time 3 Days a week
Contract Type:	Permanent
Start Date:	1 st September 2024
Application Closing Date:	Midnight Friday 5 th July 2024
How to apply:	MyNewTerm

Gusford is looking for a highly motivated, organised, and enthusiastic individual to join the Finance and HR team

The successful candidate will be able to demonstrate:

- excellent IT skills with a working knowledge of Microsoft Office, including Excel and Word
- the ability to manage a diverse workload and be able to use their own initiative
- a willingness to learn and develop new skills
- a high level of accuracy, attention to detail, and a positive 'can do' attitude
- an ability to prioritise and meet deadlines
- the ability to be adaptable, discreet, and maintain confidentiality

Ideally the candidate will have experience in dealing with finance systems and HR processes. However, this is seen as desirable by the employer, and not mandatory

What we can offer you:

- A rewarding and enjoyable position in a primary school environment
- A friendly team of school staff who will be very keen to welcome you and work with you to provide the best opportunities to the pupils
- A firm commitment to your personal and professional development

Gusford Primary School is part of The Active Learning Trust: www.activelearningtrust.org . As a Trust school we pride ourselves on working in close partnership in order to benefit our pupils, staff and community. Policies are available to view on the Active Learning Trust and Gusford Primary School websites

Gusford Primary School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment.

This position is subject to an enhanced DBS check

Gusford Primary School

Gusford Primary School provides education for up to 585 children aged from 3 to 11 years and is able to cater for an annual intake of up to 90 children. We are situated in the Chantry area of Ipswich. The school was opened in 1962 and became an academy in 2013 with the Active Learning Trust.

The school has 21 classrooms, a Nursery class, 2 halls, computer suite and a number of group rooms and resource areas. The school serves the Brookwood, Thorrington Park, Belstead Hills and Chantry area of South West Ipswich. There are pleasant grounds with much landscaping around the site.

School Values

During the Spring term 2022 we consulted with our stakeholders on our school values, in order to ensure they were still valid and meaningful. The Gusford Primary School motto is **'Together we believe, learn & achieve'**. Our school values are **Kindness, Honesty, Respect, Confidence and Responsibility**. We also have an agreed set of rights for all of the Gusford Pupil: **The Right to Learn, The Right to Respect and The Right to be Safe**. These rights underpin the entire experience of a child at Gusford.

Active Learning Trust

The ALT brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning.

Gusford Primary School is located within our Ipswich hub, which brings together 4 schools:

Chantry Academy (11-16)

Gusford Primary

Hillside Primary

Sidegate Primary

There are a further two ALT Hubs located in Lowestoft and in Cambridgeshire, and this provides the opportunity for schools to be part of a learning community that extends across local authority boundaries.

In September 2017 the Trust opened a new 11-16 Secondary school and an all-age Special school in a shared community campus. Approval has also been given for the Trust to sponsor two free schools in the primary phase, one in Chatteris in Cambridgeshire, and one in Ipswich in Suffolk.

The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background.

The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with local governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.

In our academies and the schools that we work with, we will:

- Establish strong and effective leadership
- Deliver good governance as a non-negotiable element of our work
- Develop and sustain a strong and rapid trajectory of improvement
- Ensure a calm and purposeful learning environment
- Maintain robust systems of performance management
- Champion broad and balanced curricula, well integrated with the needs of business, local communities and the realities of work beyond school
- Harness the developing potential of information technology
- Ensure community 'ownership'
- Promote the sharing of expertise and effective practice across academies and schools
- Provide value for money services, delivered at minimised administrative cost
- Build capacity by nurturing a collaborative network of school improvers
- Ensure community 'ownership' of our Academies and schools and that they are seen as the schools of choice by their communities
- Foster and sustain strong links with further and higher education

Job Description

Job Title	Finance & HR Admin Assistant
Reports to	School Business Manager
Responsible for	Finance systems and HR processes
Liaison with	Staff, SLT, Headteacher, Pupils, Parents, Suppliers, Contractors
Job Purpose	To ensure the smooth running of the schools Finance and HR administration on a day to day basis
Principal Accountabilities	<p>To maintain a high standard of HR/Finance administration in compliance with the Trusts HR and Finance policies and procedures. To carry out all aspects of financial administration including processing of purchase orders, invoices and school income.</p> <p>To accurately maintain the school's financial accounting system in respect of routine transactions.</p>
Finance Duties	<ul style="list-style-type: none"> ● Day-to-day school financial management ensuring procedures are as set out in the Academy Financial Controls Manual. ● Ensure all income collected is processed and recorded on the school's financial systems (iplicit, IMP, Parent Mail, etc). ● To process all purchase orders and invoices on the school's financial management system, within the supplier payment terms and ensure accurate coding. ● To process all creditor invoices. ● To prepare BACS payment run. ● Process staff expenses as and when necessary ● Monitor and manage dinner money income and debts, communicating with parents when necessary. ● Maintain appropriate financial records for annual audit ● Assist with the organisation of school trips including booking coach travel, residential accommodation and monitor income. ● To work with Senior Leaders to ensure resources are ordered and stock levels maintained. ● To assist the School Business Manager where required with other financial matters
HR Duties	<ul style="list-style-type: none"> ● Provide support to the School Business Manager for all HR procedures as and when required. ● Maintain staff training records and ensuring staff training is up to date including Safeguarding, Health & Safety, First Aid, Prevent, GDPR etc. Book courses and send reminders for renewals. ● Assist with Safer Recruitment procedures including processing DBS checks for new starters/volunteers, request references and maintain the school's induction handbook. ● Review and update all staff data regularly ensuring it is up to date and accurate at all times.

	<ul style="list-style-type: none"> ● Record staff absences on the HR portal and the school's management information system (SIMS). Produce staff absence reports when required and on a monthly/termly basis. ● To assist with Work Experience placements and ensure inductions are carried out. <p>Ensure school policies are up to date and available to staff.</p>
Office Duties	<ul style="list-style-type: none"> ● Undertake and support office team with reception duties, ensuring full safeguarding procedures are met. ● Answer the phone and handle queries appropriately. Communicate with pupils, staff, parents and visitors in a welcoming manner. ● Providing general cover for colleagues as required when office is busy or during absence. ● To assist with general first aid for pupils and undertake appropriate first aid training on a regular basis. ● To work with the School Business Manager and Office Manager to ensure GDPR regulations are adhered to at all times.
General	<ul style="list-style-type: none"> ● Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person ● Be aware of and support difference and ensure equal opportunities for all. ● Contribute to the overall ethos/work/aims of the school ● Establish constructive relationships and communicate with other agencies/professionals. ● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. ● To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace ● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy ● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</p>

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager

