**JOB DESCRIPTION**

Dovecote school is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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| **Job Title** | School Finance Assistant and Administrator |
| **Hours** | 37.5 hours p/w |
| **Working Weeks** | 42 weeks p/a |
| **Salary** | £18,546- £24,882 |
| **Responsible to** | People, Resources and Compliance Manager |
| **Responsible for** |  |
| **Purpose of Job** | To provide support to the Finance Manager in all financial and administrative functions. To act as an administrative assistant within the school in support of the People, Resources and Compliance Manager. |

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| **DOVECOTE SCHOOL VISION**   1. We strive to equip all students with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals. 2. The learning process is active 3. The learning community is underpinned by environmentally sustainable values and practices 4. Student voice is empowered through a strong emphasis on developing individual communication strategies. 5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future | |
| **WE VALUE** | **WE AIM TO** |
| **LEARNING** | Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers. |
| **INCLUSION** | Offer a broad, balanced curriculum that is relevant and accessible for all children |
| **ACHIEVEMENT** | Celebrate the achievements and successes of each individual |
| **COMMUNICATION** | Ensure everyone has a voice and their contribution is valued |
| **RESPONSIBILITY** | Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation |
| **REFLECTION** | Improve future performance through the continuous evaluation of our practice |
| **CREATIVITY** | Think outside the box and try new ideas to continuously raise standards |
| **COMMUNITY** | Foster positive working relationships with parents/carers, multi-agency professionals and the local community |
| **ENVIRONMENT** | Protecting our future and our planet |
| **DIVERSITY** | Promote tolerance and respect for individual differences, abilities, needs and beliefs |
| **WELL-BEING** | Create a safe, caring environment in which everyone is healthy, happy and ready to learn |
| **TRANSITION** | Equip children and families with the knowledge, skills, independence and resilience to face future challenges |

**AIMS AND OBJECTIVES**

Responsible for assisting the with operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of cash and the reconciliation of transactions. Completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services and undertaking general office, reception and administrative duties, as required.

**MAIN DUTIES & RESPONSIBILITIES**

**Finance**

To support the Finance Manager in administering the school budget on the school’s Financial Management System.

* To monitor expenditure and process invoices for payment.
* To raise payments to suppliers.
  + Payment of all salaries and wages, including PAYE, Superannuation and National Insurance Contributions
  + Administer pension schemes for staff
* To bank all school income and to ensure all income is accurately accounted for.
* To raise orders, negotiate with suppliers and ensure best value for the school.
* To receive and distribute supplies.
* To support the in maintaining records for audit and prepare for audit visits.
* To administer supply and overtime claims and monitor absences.
* To support the in the preparation of budgets.
* To be responsible for termly classroom stock order. Prepare list of items and prices, co-ordinate with staff, order, distribute and allocate to correct cost centres.
* To reconcile school trip payments against class lists and to chase late payments.
* To reconcile all bank statements**.**
* Management and reporting of school Petty Cash.
* To assist, when required, in the preparation of budgetary and forecasting estimates.
* To support the Leadership Team in their work and provide them with the necessary information, as required.

**Administrative**

* To word-process and produce school documentation as requested
* To deal with enquiries, answering telephone and relaying messages to staff and students.
* To support the front desk at peak times.
* To contribute to updating and maintaining the school’s computerised information systems including updating staff data records.
* To maintain efficient filing, indexing and internal correspondence systems.
* To deal with all confidential matters with tact and discretion.
* To provide cover for front desk and receptionist as and when required.
* To support the receptionist in the care of sick and injured children.
* To assist with the organisation of school trips, including getting quotes and booking coaches.
* To be responsible for maintaining sufficient stocks of basic classroom resources and stationery.
* To undertake photocopying, filing and general office duties.

**Security**

* Control access to the school in line with the school’s safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
* Be alert to unknown individuals on the school premises and report any concerns in line with the school’s procedures

**Written communication**

* Write and send email responses that are professional and uphold the school’s vision and values
* Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
* Assist with marketing and promoting the school

**Practice**

* Ensure that all students, adults and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
* Ensure every step necessary to ensure that students are protected from neglect, abuse and exploitation.
* Maintain strict confidentiality.

**Continuous Professional Development**

* Assume responsibility for own professional and personal development.
* Maintain a high level of competence to deliver the organisation’s requirements.
* Ensure a robust and thorough working knowledge of fire regulations, H&S, children’s safeguarding and all relevant regulatory and legal requirements impacting on the organisation and services.
* Attend and participate in supervision
* Undertake relevant mandatory training.

**Safeguarding**

* Ensure that the Safeguarding Policy is always followed.
* Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.
* Ensure that any safeguarding concerns are reported and followed-up without any undue delay
* When required, complete fact-finding investigations for safeguarding allegations

**Additional Responsibilities**

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

**Equal Opportunities**  
Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Personal Attributes** | * Be responsive and reflective * Carrying out administrative tasks * Dealing with face-to-face and telephone interactions * Working with children or young people * Working and collaborating within a team * Be accountable, honest and reliable * Provide individuals with confidence, inspiration, direction and guidance * Understanding and empathy with the work of the school * Self-motivate with a positive attitude |  |
| **Job Skills** | * Ability to identify and prioritise urgent issues * Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. * The ability to work with initiative and to tight deadlines * Understanding of the importance of confidentiality and appreciation of the implications of the Data Protection Act and GDPR * Show resilience under pressure * Ability to prioritise * Ability to use IT: Microsoft Excel, Word and Outlook * Strong organisational skills * Attention to detail * Ability to work collaboratively and co-operatively with all professional colleagues and students |  |
| **Knowledge** | * Knowledge and understanding of the principles of teamwork * Non-discriminatory practice * Working as part of a team * Good understanding of Safeguarding legislation, policy and procedures. | * Previous experience of working in an education setting. |
| **Experience** | * Working individually and within a team * Carrying out administrative tasks * Dealing with face-to-face and telephone interactions * Experience of Taking Minutes Essential * Experience of Proof-Reading Finance or accounting knowledge and experience * Previous experience in a similar role * Understanding of financial regulations and internal control procedures * Excel skills * Experience using financial software (Sage) | * Have experience in working with children/and or young people in an education environment. * Experience of liaising with different groups/agencies   in the wider community   * Working with children and young people who have experienced trauma. |
| **Qualifications** | * Full Manual UK Driving License * Minimum of Math’s and English at grade C or equivalent | * Finance or accountancy qualification |
| **Training** | * Commitment to personal and professional development. * Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback |  |
| **Working Conditions** | * The ability to be physically able to perform your duties as recognised in Team Teach * A satisfactory DBS will be required for all employees |  |