



Effort + Respect x Ambition = Success

Woodfield School 2021

One goal: 'Excellence in SEMH education'

Finance & Admin Assistant – Grade 3

An opportunity to join the Woodfield team has arisen for a dedicated and motivated individual. Based in the main office you will assist with schools financial operation and the general school administration.

Woodfield provides specialist SEMH education across Coventry between early years to the end of KS4. Woodfield currently comprises a Primary and Secondary provision on split sites. You would be joining the school at a very exciting time as the school looks forward to joining Sidney Stringer MAT and moving to one site provision on the Woodlands School site in September 2023. At this point the school will be one of the biggest providers of SEMH provision in the country, with the goal to the very best provision in the country and recognised as such nationally.

Understanding the Role:

You will be part of a small but supportive administration team who work closely to support with all administration and financial aspects of the school. You will provide financial, administration and reception support to the school ensuring the delivery of a flexible quality service.

Using the established financial & administration systems you will cover the day to day financial operation of the school and assist with general administration and reception duties.

We are committed to staff professional learning and this role could provide a stepping stone towards gaining more experience of school finance and admin systems.

If you are enthusiastic, committed and resilient then we need to hear from you!



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JOB DESCRIPTION – Finance & Admin Assistant

Woodfield School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: 3

Reporting to: Data, Exams and Office Manager

Hours: 25 hours per week
Monday & Friday – 10.00am – 3.00pm,

Term time 38 weeks plus 10 days (2 weeks)

Job Purpose

To provide Financial, Administration & Reception support to the school currently known as Woodfield, by ensuring the delivery of a flexible quality service. To use the given financial & administration systems, programmes to raise purchase orders, sales invoices and maintain financial records, including the databases used such as SIMs, Nova T for the recording of pupil data. Assist in the efficient completion of all aspects of the annual financial cycle to maintain the School's compliance with audit regulations and underwrite a service driven by value for money.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Finance

- To assist the Business Manager and Data, Exams and Office Manager by ensuring the efficient provision of day to day financial support to the School.
- Operate the School's Financial system including:
 - Raising orders
 - Inputting deliveries
 - Accounts Payable Invoices
 - Accounts Receivable Invoices
- Assist the Business Manager in ensuring schools procurement procedures are followed and value for money is achieved.
- Liaise with the Site Service Team regarding the efficient receipt and delivery of goods into the school and movement to departments.
- Support the finance team through the accurate recording and monitoring of VAT for the school and aid in the timely production of any statutory returns.
- Pro-actively maintain the supplier's database ensuring all details are correct and up to date including email contacts and bank details.
- Ensure all aspects of database used for Financial recordings are up to date to support the provision of accurate financial data to budget holders and management alike
- Liaise with suppliers on queries, outstanding items, shortages and prices.



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- Ensure all monies received by the school are receipted, banked and entered on the financial system on a weekly basis.
- Reconcile payments made via any external software
- To assist staff and students with the use of electronic payment systems (e.g. Parent Pay)

Administration

- Provide clerical and admin support across the school.
- Undertake word processing of letters, memos and reports, documents, records of achievement, schemes of work, certificates of achievement/distinction and forms.
- To support in record keeping and data entry using excel spreadsheets.
- Undertake general clerical tasks, e.g. emailing, faxing, filing, photocopying, collating and any other clerical duties as may be required.
- To support the office team in making contact with parents and families and booking meetings as required.
- Support with the maintenance of registers for students.
- Support students with any queries or requests.
- Provide general support to the school team as required, including taking minutes in meetings, receiving telephone calls and providing messages or returning calls as requested, collecting and delivering reports and messages.
- Assist in the maintenance and the monitoring of Equipment Inventory/ Fixed Assets.
- To assist across the different sites if required.
- The post holder will be responsible and accountable for carrying out duties and responsibilities of the post with regard to the Council's Equal Opportunities policy.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the School's Child Protection Procedure can be obtained from the jobholder's line manager.



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- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the School's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy.

Equality and Diversity

The school is committed to equality and values diversity. The Trust is currently supporting the school. As such the School is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

The school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or



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development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: Richard Kershaw (November 2021)



PERSONNEL SPECIFICATION – Finance & Admin Assistant

Qualifications and Training	Essential	Desirable
Educated to GCSE, with good grades in Maths and English (C or better/or equivalent)	X	
Experience		
Experience of using Microsoft Office Suite	X	
Financial systems management	X	
Experience of using Email/Internet	X	
Experience of using Microsoft Outlook	X	X
Experience of using SIMS or similar database		X
Experience of financial packages		X
Experience of working with the general public		X
Hands on experience of financial administration	X	
Experience of budget monitoring		X
Skills		
Personal		
Must be well organised	X	
Excellent communication skills at all levels	X	
Ability to work under pressure while maintaining a positive, professional attitude	X	
The ability to ensure that deadlines are met	X	
Ability to work as part of a team	X	
Ability to organise and prioritise workload	X	
Ability to work independently at a strategic level	X	
Manage ICT systems and resources effectively	X	
Committed to professional development and training	X	
Demonstrate attention to detail and high level of accuracy	X	
Administrative		
Experience of using, setting up, maintaining and developing administrative systems		X
Problem solving	X	
Attention to detail in communication and planning	X	
Ability to use initiative and creativity when identifying situations/ future demands	X	
Relations		
Have excellent interpersonal skills and be able to communicate effectively	X	
Ability to develop good relations with staff and students	X	