

Job Description

Administration Assistant

Reporting to:	Operations Manager;
Liaising with:	Operations Manager, Principal, other members of the school community;
Grade/Salary:	Band 3 (SCP 6-9)
Hours of work:	30 hours per week – Monday – Friday 9.00am – 3.30pm (39 Working Weeks Per Year)

Main Purpose:

- To ensure that allocated finance records and systems are maintained accurately and kept up to date;
- To support the school in achieving and maintaining positive and effective lines of communication with all customer and supplier groups.
- To ensure accuracy and confidentiality in dealing with requests and maintaining records.
- To ensure that all allocated regular or scheduled finance tasks and record updates are performed on time.
- To ensure that all forms received are complete, accurate and processed correctly.
- To ensure that the school's standards of customer care are achieved.
- To comply with the appropriate Government, CMAT and the schools policies, procedures and systems.
- To follow the requisite procedures and legislation regarding confidential information e.g. the Data Protection Act.

Duties & Responsibilities:

Specific Responsibilities

- Processing purchase orders in accordance with the Trust's financial procedures.
- Seeking quotes to obtain best value in all areas of procurement.
- Ensuring all purchase orders receive appropriate goods received notes. Where goods are received on site, ensuring that goods are checked and received.
- Resolve discrepancies and ensure distribution of goods on receipt.
- Administration and management of monthly expenses claims and ensuring all trust expense policies are adhered to.
- Raising sales invoice requisitions.
- Chasing outstanding debtors in relation to the schools' sales invoices.
- Managing the schools' ParentPay System, ensuring cash/payments received for catering, visits and school shop items are appropriately monitored.
- Assisting in the smooth running of the school's based finance administration function e.g. ensuring any finance issues are raised to relevant person in a timely manner.
- Responsible for liaising with other school staff in relation to finance duties.
- Ensuring any banking of cash received at the school is completed and banked (collected by authorised security services) on a weekly basis.

- Ensuring that all finance documents and contracts are submitted to the Trust for filing.
- Ensure all invoices are accurate and that an official purchase order is quoted before passing to the central finance team for processing.
- In collaboration with the Trust's central finance team, liaise with suppliers on all queries, resolving any discrepancies and ensuring they are dealt with timely and efficiently.
- Any other duties required by the Principal/Operations Manager

Skills & Abilities

- Good general interpersonal, organisational and communication skills;
- A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection;

General

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times;
- Support the Catholic ethos of the Academy;
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Head Teacher;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall aims of the Academy;
- Appreciate and support the role of other professionals;

The St Thomas Aquinas Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed, and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Administration Assistant

A. Training & Qualifications	Essential	Desirable
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent incl English Lang and Mathematics to Grade C or above	A	
A level of IT skills sufficient to carry out the duties of the post	A	
Commitment to ongoing professional development	A	

B. Experience	Essential	Desirable
Finance / clerical / administration background	A & I	
Experience of working in an office environment	A & I	
Experience of Word / Excel		A & I
Experience of financial databases e.g. Arbour / SIMS / Excel		A & I
Working and collaborating with a team		A & I
Ability to respond quickly and effectively to issues that arise	I	
Ability to use own initiative and take action accordingly	I	
Effective communication with adults and children	I	
Ability to follow instructions from senior team members	I	
Ability to build effective working relationships with colleagues	I	

C. Professional Knowledge and Skills	Essential	Desirable
The ability to communicate, influence, motivate and engage with a wide range of children	A & I	
A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection	A & I	
Good general interpersonal, organisational and communication skills	A & I	
The ability to communicate with parents/carers in a professional manner	I	
Uphold and promote the Catholic ethos and values of the school	I	

C. Professional Knowledge and Skills (continued)	Essential	Desirable
The ability to maintain and update records	I	
Able to organise own work and work with others to meet deadlines		I
Commitment to maintaining confidentiality at all times	I	
Commitment to safeguarding, equality, diversity and inclusion	I	

D. Personal Attributes	Essential	Desirable
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	