



# LORETO GRAMMAR SCHOOL

Sincerity Freedom Justice Joy Truth Excellence Internationality

## JOB DESCRIPTION

<b>Job title:</b>	Administration Officer – Trips, Student Financial Assistance & Fundraising
<b>Line Manager:</b>	Director of Finance
<b>Grade/Salary:</b>	£23,541pa up to £24,982pa pro rata pa depending on experience (scale 5 point 15-18) Actual salary £20,882pa up to £22,160pa
<b>Hours of work:</b>	37 hours per week: 8.30am to 4.30pm Monday to Thursday and 8.30am to 4.00pm on a Friday with half an hour for lunch each day
<b>Working pattern:</b>	Term time plus 2 weeks

### Job Purpose

This is an important and interesting role working in a small, supportive team to liaise with many different internal and external stakeholders and make a real difference to the experience of all the students at Loreto Grammar School. The post holder will work closely with trip leaders to organise and deliver all aspects of school trips, support the School Leadership Team and Director of Finance to deliver DfE (Department for Education) financial assistance to our students (Pupil Premium, Free School Meals, 16-19 Bursary) and provide support all other school fundraising.

The post holder will work with the Director of Finance to identify improvements and ensure that finance systems and processes support the mission statement of the school whilst ensuring compliance with DfE and ESFA (Education and Skills Funding Agency) guidelines, the Academy Trust Handbook and other internal and external financial and operational procedures.

### Duties and responsibilities

On a day to day basis, this will involve helping with the operating and monitoring of school accounts and school trips, ensuring the safe receipt and handling of payments and completion of administrative routines relating to orders, invoices, BACS and income. The Administration Officer administers the online school payments system together with collection of voluntary contributions and donations and effectively communicates these areas with all related parties (for example via letter, the school website and email). The Administration Officer is also responsible for the administration of financial assistance to parents/carers and students including free school meals, pupil premium and the 16-19 bursary.

#### **1 Trips – including school trips and visits, parent\student sales and insurance**

- Operate the school's computerised accounting systems (currently Civica) and online payments platform (currently Schools Cash Office supplied by Tucasi) under the direction of the Director of Finance.
- Support trip leaders with the running of school trips:-
  - Ensure compliance with internal and external guidelines, including the government "Charging for School Activities" publication and COVID-19 school trip guidance.

- Meet with trip leaders to complete trip budget forms, support the timely collation of parental payments, issue trip letters and publish on the school website.
- Support the trip leader with travel arrangements – including booking coaches, trains and flights as appropriate.
- Set up new trips on the online payments platform and manage pupil accounts. Send out regular reminders for payment and chase where necessary.
- Collate online consent and emergency contact details and other documentation relating to trips including passports and EHIC copies, chasing for these where necessary.
- Order and collect foreign currency and/or arrange pre-loaded cards for trip leader's use abroad.
- Organise, process and record DBS checks required for Loreto host families during foreign exchange visits (this will involve attending an evening meeting for each exchange) in liaison with the HR Manager, and using the online DBS system to process DBS applications.
- Manage school mobile phones.
- Processing of invoices ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales.
- End of trip processes – work with trip leader to finalise the trip account vs budget and dispose of confidential data in line with school GDPR policy.
- Effectively communicating and applying administration charges.
- Support Loreto as a “cashless” school and ensure all income is recorded in the online payments platform and accounting system.
- In conjunction with the Senior Leadership Team and Director of Finance, review and update the Loreto Grammar School Trip procedures on an annual basis and communicate to related parties.
- Manage the school online “shop” for sales to parents e.g. calculators, revision guides etc.
- Act as a liaison with the Catering Contractor to ensure smooth running of student cafeteria accounts including issue of prompts to parents/carers when balances run low.
- Insurance – work with trip leader to ensure appropriate trip insurance and support the Director of Finance with overall school insurance. Deal with claims where required.
- Perform year-end procedures for the online payments platform and cafeteria accounts to ensure a smooth start to each new school year - import new pupil information from SIMS (the student database) into the online payments platform at beginning of academic year, remove leavers and communicate with all new starters relating to registering with online payments system.

## **2 Financial Assistance – including free school meals, pupil premium and 16-19 bursary**

- Proactively support and administer the Department for Education (DfE) financial assistance programmes relevant to Loreto Grammar School, liaise with Data Manager to update student data in SIMS accordingly and support the communication to parents/carers (letters, emails, newsletter and school website).
- Keep up to date with and implement all relevant DfE policy and guidance in this area.
- Deal sensitively with all requests for financial help from parents/carers
- Pupil Premium (PP) – support the Assistant Headteacher with responsibility for PP in identifying PP students, communicating PP status to parents/carers and administering requests for support including uniform, music lessons and other educational resources.
- Free School Meals – monitoring information from local authorities, communicating with parents/carers, liaising with the catering contractor to ensure students receive the appropriate free meal, ensuring continued allowance for isolating students (COVID-19) and issuing the holiday provision on behalf of Trafford Local Authority.

- 16-19 Bursary – support the Head of Sixth Form and Director of Finance in the publication, application, review and award process for the bursary fund. Manage requests for payments to budget during the year.

### **3 Fundraising – parental trip Contributions, Loreto Grammar School Trust, banking, cash and charitable collections.**

- Administer the receipt and recording of voluntary donations and gift aid certificates and support the annual claim to HMRC for gift aid.
- Optimise voluntary contributions for trips
- Review and update the School Charging Policy published on the website
- Processing and reconciliation of petty cash
- Prepare monthly bank reconciliation for the School Fund account
- Regularly reconcile the Euro bank account
- Prepare banking of all income and deposit in blue bags at Lloyds Bank, Altrincham.
- Arrange cheque to be drawn up to top-up petty cash and present in person at the bank.
- Count and bank charity cash.
- Record all charity collections in the accounting system and Excel and arrange for monies raised to be donated to the designated charity.

### **4 General duties**

- Support the school in giving and getting value for money
- To undertake all aspects of the role having regard for the Health and Safety policy.
- To undertake all aspects of the role with due regard to GDPR regulations
- To participate in the school's support staff appraisal process, as appropriate
- To take responsibility for promoting and safeguarding the welfare of children and young people
- To present the best possible image of the school in general, and, in particular, in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by the school management, this includes maintaining personal and professional development to meet the changing demands of the job.
- To play a full part in the School community to support its ethos and values.
- Maintain confidentiality at all times.
- All colleagues are required to comply with the Staff Handbook which is updated every year.
- To undertake such other duties, commensurate with the post, which your line manager, or other members of the Senior Management Team, may reasonably and occasionally require, including working evenings and covering for absent colleagues.
- All colleagues are required to operate under the specific direction of the Headteacher.
- To ensure that duties and responsibilities are carried out by adhering to all school policies and procedures.

**The school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.**

**Person Specification:**

The successful candidate would demonstrate the following skills:

**Essential skills and qualities:**

- Strong interpersonal skills and the ability to build professional relationships.
- Excellent organisational and numeracy skills gained through work experience, including the ability to prepare and manage budgets
- Transferrable skills gained through experience in a working environment and the ability to be trained and developed.
- Understanding and management of how systems relate to each other to ensure efficient and effective usage.
- Pro-active and flexible work ethic with a willingness to learn and help including the ability to study government guidelines and apply these to the role
- Strong IT skills including working knowledge of Excel, Word, databases etc
- Complete confidentiality;
- Collaborative team-working skills;
- The ability to remain calm and polite under pressure with the capacity to respond flexibly to unexpected situations
- Good time management and the ability to effectively prioritise work - experience of a busy and sometimes pressurised working environment, meeting deadlines required;
- Excellent communication skills with a friendly but professional manner;
- Good general level of education – including Maths and English at GCSE or equivalent.
- Smart appearance and presentation;
- Proven tact and diplomacy in dealing with adults and children;
- Commitment to support the values and ethos of Loreto Grammar School.
- Positive outlook and not opinionated.
- Sense of humour
- Good health, attendance and punctuality record.

**Desirable experience and skills:**

- Experience of working in a school
- Bookkeeping\accounting experience

This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder, line manager, Headteacher or her representative.