



University of Brighton

Academies Trust

JOB DESCRIPTION

Job Title: **Administrator (Resources)**

Employer: **University of Brighton Academies Trust**

Academy/Department: **Lindfield Primary Academy OR Blackthorns Community Primary Academy**

Location: **Lindfield**

Grade: **5 - West Sussex Support Staff Pay Scale**

Responsible to: **Line managed by Principal**

PURPOSE OF THE ROLE

1. To be responsible to the ABM for the administration of financial and payroll systems and reports, procurement, recruitment, HR processes and Payroll.
2. To signpost Academy staff to policies, processes and information relating to budgets and expenditure, employee data and line management, HR Self-Service, payroll and learning opportunities.
3. To optimise income generation for the Academies, through bid writing, developing partnerships and overseeing lettings

KEY RESPONSIBILITIES

General

- Prioritises and plans own work efficiently and to provide high quality services.
- Participates in mandatory training, professional development and performance management activities as defined by the Academy and Trust's policies and best practice.
- On behalf of the ABM, supports with resolving day to day information and process queries from budget holders and line managers.

Financial Administration

Under the direction of the ABM:

Inspiring our children and staff to flourish and achieve their best

- Raise purchase orders and place orders with suppliers based on approved requisitions from budget holders
- Accurately records purchase and sales transactions in line with Trust processes and approvals, including purchase requisitions, purchase orders, received goods and payment release; invoicing and receipts; raises annual Purchase Orders and utility waivers.
- Supports the ABM in the preparation of budgets and reports.
- Supports the ABM to prepare for year-end, audit visits and inspections by financial authorities.
- Undertakes research to identify most cost-effective suppliers and services, adhering to Trust procurement principles and best practice.
- Places orders with suppliers based on approved requisitions from budget holders, including stationery stock, first aid supplies and items required for teaching and learning and educational visits.
- Manages all incoming deliveries, checking off, recording on the system, and relocating across the academy.
- Reconciles income receipts via ParentPay
- Banks Academy cash income and reconciles credit cards.
- Administers claims for grants
- Supports the ABM to administer, monitor and invoice all lettings of premises.

HR and Payroll Administration

- Collates and prepares data for payroll, liaising with necessary staff to facilitate reconciliation, report for errors within the timescale stated by the payroll provider.
- Maintains staff records and records absences in SIMS. Produces reports for ABM and SLT as required.
- Collates staff data for Census.
- Supports the ABM with the administration of the safer recruitment process, undertaking recruitment for paid and voluntary roles within the Academy and processing DBS checks for paid staff (NOTE: Administrator (Attendance) at Lindfield undertakes DBS checks for volunteers and club organisers on that site).
- Updates the single central record (SCR).

- Maintains employee and volunteer files, in line with GDPR and People Department guidance on best practice.
- Collates data and information relating to recruitment, employee absences, performance management, job evaluation and CPD needs of staff for the ABM to make available to the Principal and/or People team as required.
- Makes bookings for training e.g. first aid, Team Teach, moderation and liaises with other local schools.
- Administers the appointment and termination of all categories of staff (including volunteers), ensuring that all appropriate documentation is created and maintained to meet the needs of the academy and UoBAT.
- Supports the onboarding, induction, and mandatory training of new staff in relation to Trust policies and standards and the Academy's administrative processes.

Estates, Facilities Management & Health and Safety

- Liaises between teaching and facilities staff to highlight premises risks and issues.

PERSON SPECIFICATION

REQUIREMENT	CRITERIA	ASSESSMENT METHOD		
		APPLICATION	INTERVIEW	EXERCISE
EDUCATION AND QUALIFICATIONS				
Essential	Hold, be willing to undertake, or be in process of obtaining a professional qualification in Accountancy, for example an IAAT qualification. (desirable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential	Demonstrable ability in English and Maths at GCSE level 5 or above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE AND EXPERIENCE				
Essential	Providing support and high-quality services to customers and professional colleagues within a school or similar environment.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Essential	Working in a busy finance office and processing large numbers of financial transaction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Closely following financial procedures and best practice to maintain accurate budgeting, income and expenditure records on computerised systems.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Desirable	Maintaining accurate HR and Payroll records and processes within a school or similar environment.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

KEY SKILLS AND ABILITIES

Essential	Knowledge of financial, HR and Payroll administration and record keeping.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to maintain accurate sales, purchasing and budget records and produce reports as requested by the ABM.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to provide budget holders and line managers with information and guidance about Trust and Academy finance, HR and Payroll reports and processes, signposting to the ABM or Trust specialist advisers for additional support.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to communicate with a range of audiences including suppliers, colleagues within the Trust, Academy employees, pupils and parents.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

that lower priority work is kept up to date.

Essential	Ability to show sensitivity and objectivity in dealing with confidential issues.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Calm, pleasant communication skills and the ability to convey straightforward information, orally and in writing, to colleagues, pupils, parents, teaching staff and members of the SLT and representative of external bodies (e.g. West Sussex CC).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to prioritise and complete varied tasks within a busy office environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PERSONAL ATTRIBUTES

Essential	Committed to the values, vision and mission of the Trust and to working to achieve best outcomes for all our pupils.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Committed to safeguarding our pupils, staff and volunteers and upholding exacting standards of equality and inclusion and data protection.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Ability to work with sensitivity and discretion.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Enthusiasm, resilience and a professional manner.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essential	Actively identifies opportunities for personal development.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act.

The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Approval Date: **October 2022**