

## Job Description

<b>Job Title</b>	Alpha Trust Central Services Support
<b>Reports to</b>	Chief Finance and Operations Officer (CFOO)
<b>Liaison with</b>	CEO, local school finance link
<b>Job Purpose</b>	To support the CFOO with the financial, administrative and operational aspects of the Trust
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To support the CFOO with the financial, administrative and operational aspects of the Trust</li> <li>• To contribute to the effective and efficient on-boarding of a new secondary school to the Trust</li> <li>• To compile a procedural handbook for the on-boarding process of a new school to the Trust</li> <li>• To run the procurement process for the Trust's project management/quality assurance provider and the external auditors under the direction of the CFOO</li> <li>• In line with the DfE calendar, identify all submission deadline dates and, under the direction of the CFOO, prepare and complete the submissions</li> <li>• Attend and participate in meetings as required</li> <li>• To work collaboratively with colleagues in the Trust and in its academies</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the CFOO to carry out appropriate duties within the context of the role, skills and grade</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• Follow all Alpha Trust and Colchester County High School for Girls policies and procedures</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade</p>

<b>Health and Safety</b>	<p>Under the Health and Safety at Work Act 1974 all employees are responsible for:</p> <ul style="list-style-type: none"><li>• Looking after their own safety and the safety of others affected by their work</li><li>• Co-operating with the trust &amp; school, by following safe working practices and carrying out their health and safety responsibilities as detailed in policies, risk assessments and health and safety standards.</li><li>• Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.</li><li>• Taking part in any health and safety training and development identified as necessary by the CEO, Executive Principal or their Line Manager.</li><li>• Using work equipment provided correctly, in accordance with instructions or training.</li><li>• Ensuring that if they are involved in projects or activities involving students or other non-employees, risks are assessed as part of the planning stage and control measures implemented.</li><li>• Reporting health and safety incidents, in accordance with the trust's &amp; school's health and safety Incident Reporting Procedure.</li><li>• Ensuring that any visitors in their care follow health and safety instructions.</li><li>• Effective supervision and safety of students under their care. This includes ensuring that students follow health and safety instructions.</li></ul>
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**This job description does not form part of the contract of employment. It describes the way the post holder should perform and complete the particular duties set out above. It will be reviewed annually as part of the Performance Management cycle.**

## Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	A qualification at AAT Level 2 is required. Experience of working at a management level within an organisation Experience of working with PS Financials software desirable
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management Understands the school and ESFA and financial systems and procedures A working knowledge of payroll and employment issues
	Literacy	Excellent literacy skills, GCSE English or equivalent to Grade C
	Numeracy	Excellent numeracy skills, GCSE Maths or equivalent to Grade C. Further numeracy qualifications desirable
	Technology	Highly competent ICT skills
<b>Communication</b>	Written	Ability to assist in the production of financial returns and write letters and reports.
	Verbal	Ability to exchange information clearly and sensitively.
	Languages	Use initiative to overcome any communication barriers with children and adults.
	Negotiating	Effective negotiation skills and the ability to achieve best possible outcomes. Ability to effectively manage difficult or controversial exchanges.
	Confidentiality	Ability to keep information confidential
<b>Working with children</b>	Behaviour Management	Understand and implement the school's Behaviour Management Policy and SEN Policy, as required.
	Curriculum/School organisation	Good understanding of the learning experience provided by the school in relation to the role
	Child Protection & Safeguarding	Basic understanding of requirements and responsibilities under Child Protection & Safeguarding
	Health & Wellbeing	Understand and promote the value of emotional and physical wellbeing in adults and children. Take responsibility for own wellbeing.
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the Trust.
	Relationships	Patience and the ability to deal with a wide range of demands from a variety of people. Ability to establish rapport and respectful, trusting relationships. Ability to build open and honest relationships.
	Team work	Work creatively within a team environment as a team member. Be an exemplar for values and behaviours. Ability to work independently.

	Information	Develop and implement highly effective systems to share and safeguard information
	Equalities	Demonstrate commitment to treating all people fairly
<b>Skills</b>	Organisational Skills	Experience of financial planning, financial management and budgetary control within an organisation. Have the ability to plan and organise at both the tactical and strategic level
	Line Management	N/A
	Time Management	Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met.
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently.
	Equalities	Demonstrate commitment to treating all people fairly
	Health & Safety	General understanding of Health & Safety.
	Confidentiality/Data Protection	Understand and compliance with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role. Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members