



## JOB DESCRIPTION

<b>School: FEDERATION OF OXFORD ROAD COMMUNITY SCHOOL AND WILSON PRIMARY SCHOOL</b>	<b>Department/Division: Education &amp; Community Services</b>
<b>Post Reference No:</b>	<b>Location: Oxford Road Community School</b>
<b>Job Title: Federation Administrator</b>	<b>Grade/Salary Range: RG4b (sp 11-17)</b>

### JOB PURPOSE

- To provide support to the School Business Manager, Headteacher and staff at Oxford Road Community School in the management of educational resources and various administrative duties including but not solely school trips/clubs, financial duties and the recruitment process

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

- To be responsible to the School Business Manager

### MAIN DUTIES AND RESPONSIBILITIES

#### RESOURCE/FINANCIAL MANAGEMENT DUTIES

- Understand the local authority and statutory financial requirements of the school and carry out financial procedures within these guidelines.
- Using good financial management practices, checking deliveries and ensuring goods received to allow payment of invoices.
- To research the cost of school trips and activities and to ensure arrangements are financially acceptable for the school and for parents.
- To assist the teaching staff in the organisation, stock keeping, and audit of goods and equipment to ensure effective use of school resources, including the maintenance of an inventory in electronic and paper format.
- Administer petty cash ensuring accurate log and distribution of cash.
- Compile and administer invoices for 30hr Nursery places, breakfast club and after school club and liaise with parents to chase payments/debts as required.
- Liaise with school secretary to ensure up to date list of DERN codes/spaces for 30hr places in Nursery.
- Collect, account for and bank money from pupils for school activities
- Assist in the maintenance of the schools accounts using Arbor
- Maintain financial records and provide financial management information as required but specifically monitor the financial sustainability of both Breakfast Club and After School Club and make recommendations to the SBM.

- Be responsible for managing ParentPay in terms of adding new payments items such as trips/ASC etc. Monitoring/tracking payment and chasing debts as required.

#### **EXTENDED SCHOOL DUTIES**

- To administer the After School Club and Breakfast Club and ex-curricular clubs to include registration, invoicing, credit control and banking.
- Liaison with After School Club supervisor and parents regarding day-to-day arrangements incl. emergency/special attendance of pupils.
- Meet termly with ASC team regarding any arrangements/resources/issues.

#### **RECRUITMENT DUTIES**

- Under guidance of SBM, co-ordinate the recruitment process within the Safer Recruitment guidelines.
- Be the first line of contact for recruitment queries and arranging visits.
- Compile the list of applicants ready for the shortlisting selection process. Liaise with recruiting staff and candidates to arrange interviews and obtain references and ID confirmation.
- Following confirmation of an offer, send recruitment pack and track receipt of HR paperwork.
- Input new recruit information into SIMS database
- Ensure all data management is carried out with the GDPR 2018 guidelines

#### **ACTIVITIES/TRIPS**

- Carry out the important role of EVC (External Visit Coordinator) for Oxford Road School. Evaluate the cost of each trip (incl travel) to ensure value for money and that the school does not make a significant loss.
- Liaise between staff, parents, RBC safety and venues/travel companies etc. Ensure that all aspects of the Evolve System have been completed with all the necessary risk assessments etc to enable the timely approval by the Headteacher/RBC so the trip can go ahead.
- As EVC be responsible for approving on-site enrichment activities, ensuring all relevant H&S/safeguarding/Risk assessments have been taken into consideration.
- Compile a trip folder per class ensuring emergency contact details and general trip information.
- Organise swimming lessons as part of the school curriculum for the relevant year group as required each term

#### **ADMINISTRATION**

- To provide administrative support in the school office when necessary
- Operate relevant equipment/IT packages
- Undertake IT based skills e.g. email, Microsoft office applications.
- Track training for all staff and ensure that key training (Prevent, First Aid and Safeguarding) does not expire through arranging timely refresher courses.
- Book training using the RBC system or external suppliers, organise venues and maintain training records. Specifically keep the SIMS database up to date and the training log which is reported to the Governors periodically.
- Arrange the FSM vouchers through the Govt or RBC system as required. Liaise with parents, administering voucher codes and trouble-shooting redemption issues.

<b>GENERAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Performance management objectives consistently being successfully completed</li><li>• Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Be aware of and support differences and ensure equal opportunities for all.</li><li>• Contribute to the overall ethos/work/aims of the school.</li><li>• Appreciate and support the role of other professionals.</li><li>• Attend and participate in relevant meetings as required.</li><li>• Participate in training and other learning activities and performance development as required.</li></ul>
<b>GATEWAY</b>

<b>SCOPE OF JOB (Budgetary/Resource control, Impact)</b>
<ul style="list-style-type: none"><li>• Impact:<ul style="list-style-type: none"><li>○ Essential that all recruitment checks are in place to ensure safeguarding of the children and to ensure legal employment of staff.</li><li>○ Essential that all school trip and activities are organised within the RBC guidelines to ensure the Health &amp; Safety and safeguarding of pupils/staff</li><li>○ Essential that all financial records and processes are carried out within the Financial Procedures and legal framework.</li></ul></li></ul>

**PERSON SPECIFICATION**

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<b>School:</b> OXFORD ROAD COMMUNITY SCHOOL	<b>Education &amp; Community Services</b>
<b>Job Title:</b> SCHOOL RESOURCES MANAGER	<b>Post Reference No:</b>

**Qualifications/Education/Training:**

Numerate and literate as demonstrated by NVQ level 2, GCSE qualifications or equivalent  
 Computer literate

**Experience**

Typically financial or office administration experience in a school environment

**Knowledge, Skills and Abilities**

Excellent communication skills/approachable and pleasant manner

Ability to keep calm and professional when dealing with challenging parents/situations

Good Numeracy/literacy and IT skills

Fully operational in Microsoft packages (e.g. Email, Word, Powerpoint and Excel)

Flexible approach, able to deal with changing priorities.

Able to operate and input to complex databases eg FMS (Financial Management system) and SIMS (Management Information system)

**Specific Working Requirements**