

Finance and Admin Assistant AMB/1428

An opportunity to make your
mark



Primary School and Children's Centre

Achieving more

CLOSING DATE: Midnight, Sunday 11th June 2023

Contents

1. Welcome from the Headteacher
2. Why Come to Ambler?
3. Our Values
4. Advert
5. Job Description
6. Person Specification
7. Details of Selection Process



Welcome from the Headteacher

Dear Candidate

Thank you for your interest in the role of Finance and Administrative Assistant at Ambler Primary School and Children's Centre.

The successful candidate will be a part of a creative and hardworking team and will work in primarily in the school.

Ambler Primary School and Children's Centre is a unique, culturally diverse, community school with children from 6 months to 11 years of age. It is a place where every decision made puts the needs of the child first and foremost – a school that is aspirational for every learner.



Our setting is a place where children arrive with smiles on their faces, full of questions and a desire to learn. This is due to the dedicated and passionate staff who ignite learning and support the children to '**Achieve More**' using their **DREAMS** qualities. The aim is to create lifelong learners ready for the 21st century, ready for the BIG WORLD!

Our enriched curriculum drives what we believe to be important. We celebrate role models and embrace equality and diversity. We place a strong emphasis on oracy, providing children with the tools to use their voice to justify their ideas. Through challenge, collaboration and problem solving we allow our children to make excellent progress and fulfil their potential.

Rated 'Outstanding' in the previous Ofsted, we are a setting that is dynamic and innovative in order to support the needs of all children; academically and in terms of their mental health and well-being.

Most importantly, we are '**One Ambler**', a school supported by parents, governors and Friends of Ambler with the sole aim to make school life the best it can be for every child. This is summed up in a quote from our recent parent survey:

"I love the spirit of the school and the buzz and the excitement that all the children have. It is a warm and safe place for people of any background to find a place within."

I feel privileged to be the Head of this school and am proud to see it go from strength to strength.

I really hope that you are as excited as we are about Ambler and you do apply.

Looking forward to meeting you.

Sandeep McNicholl
Headteacher



Why come to Ambler?



The Ambler provision of school and children's centre provides a seamless, integrated service from pre-birth to the end of Year 6. We have the privilege of working in a very rich and diverse community which includes many children and families from a range of backgrounds and cultures. This vibrant blend makes the Ambler community a unique and energising place to be.

Ambler is a great place to work and has a positive environment where everybody works together to achieve more. This is a rare opportunity to join a committed and supportive team that works hard to make a difference to the lives of hundreds of children.

At Ambler, we promote equality, challenge discrimination and recognise the positive value that comes from having a truly diverse workforce. We welcome applications from people of all backgrounds who reflect the diverse community of our school.

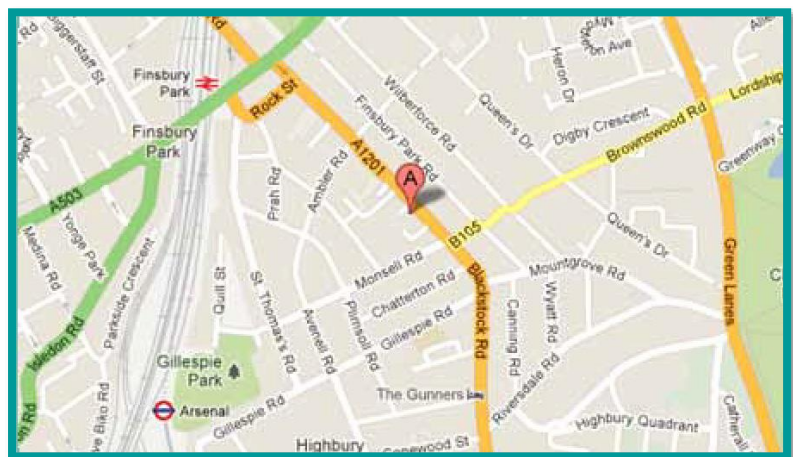
We can offer:

- A warm, positive working environment where everyone is valued
- The opportunity to be part of an engaging and highly motivated team, who provide excellent services for our community
- A chance to share your ideas, contribute to improvements and make your mark across the setting and Islington
- Inner London pay rates
- Fantastic opportunities for professional development
- Highly supportive and enthusiastic leaders and dedicated governors
- Excellent location at the heart of Islington with good transport links.

Ambler Primary School and Children's Centre

Blackstock Road
Islington
London
N4 2DR

Tel: 020 7226 4708



Ofsted Report

For the latest reports on Ambler Primary School and Children's Centre, please [click here](#).

Website

Ambler Primary School and Children's Centre website is <http://www.ambler.islington.sch.uk>.

Islington

Further information about Islington borough is available at www.islington.gov.uk

Our Values



Determination



Resilience



Empathy



Ambition



Motivation



Self-Belief

Determination

You can show determination by:

- Trying your best
- Working hard in anything you find difficult
- Focusing on specific steps or targets
- Breaking your goal down into small steps
- Taking one step at a time if necessary
- Accepting that some goals require hard work
- Being persistent and tenacious

Resilience

You can show resilience by:

- Never giving up
- Persevering when working towards your goal
- Trying to achieve your personal best
- Overcoming the fear of failure
- Keep on going even when it gets tough
- Having the ability to problem solve
- Bouncing back from obstacles

Empathy

You can show empathy by:

- Being kind to those around you
- Thinking about how other people may be feeling
- Imagining what it would be like walk in their shoes or be in their position
- Be ready to help and support
- Listening to others without judgement.

Ambition

You can show ambition by:

- Identifying and aiming for a goal
- Knowing the steps to achieving your goal
- Pushing and extending yourself
- Believing that nothing is impossible
- Keeping focused on the 'big picture'
- Articulating your ambition and your progress
- Knowing there are different routes to success

Motivation

You can show motivation by:

- Being prepared to work hard
- Dealing with failure or setbacks positively
- Really wanting to achieve success
- Understanding why you are doing something
- Being driven and keen
- Accepting and understanding constructive criticism
- Being aware of your own areas of development

Self-belief

You can show self-belief by:

- Showing bravery
- Taking risks and trying new things
- Recognising what you are good at
- Having confidence that you will achieve
- Saying 'I can do this!'
- Visualising yourself succeeding
- Learning from your mistakes

Job Advert – Finance and Admin Assistant

SALARY GRADE:	Scale 5
ACTUAL SALARY:	£26,130 - £27,927 per annum
CONTRACT:	35 hours per week, term-time + 1 week
REQUIRED FOR	As soon as possible
RESPONSIBLE TO	School Business Manager and Headteacher

We are looking for an experienced administrator to join our team. The successful candidate will be a key part of the Ambler community and share Ambler's DREAMS qualities of Determination, Resilience, Empathy, Ambition, Motivation and Self-belief.

We are a vibrant, community school that actively supports families and offers amazing opportunities to pupils. This is a highly rewarding position for the right candidate – a welcoming, solution-focused, 'can-do' attitude is essential.

You will support Ambler's financial functions, including ordering, processing invoices, payments, club administration and debt management. You do not necessarily require finance experience, but must be an experienced administrator with proficient IT skills and attention to detail.

At Ambler, we promote equality, challenge discrimination and recognise the positive value that comes from having a truly diverse workforce. We welcome applications from people of all backgrounds who reflect the diverse community of our school.

We are looking for someone who is:

- Enthusiastic and committed to working as part of a team
- A confident and clear communicator with good verbal and written skills
- Professional, organised and has excellent attention to detail
- A logical thinker with the ability to forward plan and able meet deadlines
- Able to communicate effectively with a wide range of stakeholders using diplomacy, tact and empathy
- Solution-focused, with a good sense of humour
- Proficient with ICT and able to pick up skills quickly
- Reflective and committed to professional development
- Flexible, adaptable and understanding of the ever-changing needs of the provision.

We can offer you:

- A warm, positive working environment where everyone is valued
- Amazing children who strive to achieve their best and encourage staff to be their best
- A supportive leadership team and governing board
- The opportunity to make you mark and make a difference.

Deadline for applications: Midnight, Sunday 11th June 2023

Interviews: Week commencing Monday 19th June 2023

Please apply online at www.islington.gov.uk/jobs If you need any assistance, please email the Education HR team at schoolsrecruitment@islington.gov.uk quoting reference: AMB/1428

Ambler Primary School are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment; an enhanced DBS check will be required.

Job Description – Finance and Admin Assistant

SALARY GRADE:	Scale 5
ACTUAL SALARY:	£26,130 - £27,927 per annum
CONTRACT:	35 hours per week, term-time + 1 week
RESPONSIBLE TO	School Business Manager and Headteacher

PURPOSE OF THE POST

Working as part of Ambler's administrative team to provide a friendly and professional first point of contact for visitors/callers, assisting with queries and referring to appropriate members of staff.

To provide effective administrative support, primarily for the school but across the provision as required. To work collaboratively with other members of the administrative team under the direction of the business manager.

To be the first point of contact for all day-to-day finance queries, supporting to ensure compliance with financial regulations and internal controls. To assist as required with the administration of income generating provisions such as extended day and children's centre. Assisting with HR administration and recruitment.

The postholder is required to be flexible in their approach to work, with a positive attitude and will be expected to support and cover for colleagues as needed.

Duties and responsibilities will include, but are not limited to, those outlined in this job description. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

MAIN DUTIES - FINANCE

1. To be the first point of contact for finance queries, including monitoring of relevant mailboxes, telephone extension and voicemail.
2. To support the organisation and business manager in administering the organisation's budgets on the financial management system and maintaining accurate and organised physical and electronic records. This includes but is not limited to:
 - Raising purchase orders
 - Matching invoices to delivery notes and purchase orders
 - Processing invoices for payment
 - Raising payment to suppliers by cheque or BACS
 - Processing petty cash and staff reimbursement
 - Monitoring income/receipts and entering onto the finance system for reconciliation
 - Generating invoices, monitoring invoiced income and chasing outstanding invoices
 - Ensuring income and expenditure are coded to the correct budget and ledger codes
 - Ensuring all transactions are coded correctly for VAT
3. To support good governance and financial management by adhering to and raising awareness of financial regulations and procedures.
4. To support in the preparation of budgets and input approved budgets on the finance system.

-
5. Assist with the monitoring of the budgets and provide advice and information to budget-holders.
 6. To reconcile monthly bank statements and assist in the review and reconciliation of control accounts.
 7. Preparation of reports, spreadsheets and other documents as required.
 8. To assist with administration of payment systems and chargeable items, including but not limited to:
 - Uniform and resource sales
 - Trips and events
 - Clubs and extended day provision
 - Lettings and other marketable services
 9. To support the organisation's debt management procedures.
 10. To be responsible for the day-to-day collection and securing of cash/cheques and to prepare for banking.
 11. To place orders on behalf of the organisation, ensuring value for money and adherence with financial regulations and procedures.
 12. To assist in the monitoring of orders, deliveries, stock levels, payments, cashflow, petty cash and income.

MAIN DUTIES - ADMINISTRATION

1. To work as part of Ambler's administrative team to provide a friendly and professional first point of contact for visitors/callers, assisting with queries and referring to appropriate members of staff.
2. To ensure visitors are made aware of key information, sign-in, have ID and DBS clearance where needed and follow safeguarding procedures.
3. To support with the effective management of the schools calendars, arranging meetings and appointments, including room bookings and refreshments.
4. To support with attendance monitoring and recording as required.
5. To assist with the ordering of supplies and equipment for the school including receipt of deliveries, stock check, monitoring usage and processing payments.
6. To ensure correct financial procedures are followed when making purchases, eg ordering, recording, processing payments.
7. To assist with asset management and maintain an equipment inventory
8. To assist with the maintenance of accurate pupil and staff records on the management information system SIMS, and preparation for statutory returns and pupil data reports.
9. To use computer packages for the extraction of information and produce statistical reports as required.
10. To draft and type letters, reports and other documents as required.
11. To share in the planning and organisation of special events across the school including open days, school community events etc.
12. To provide administrative support as required, including photocopying, filing, receipt/distribution of incoming post, arrangements for outgoing mail
13. To undertake training and constructively take part in meetings, supervision and other events designed to improve communication and assist with effective development of the post and postholder.

-
14. To provide first aid to pupils as required and follow accident/incident recording and reporting procedures.

HUMAN RESOURCES

1. Maintain physical and electronic personnel files in a timely fashion
2. Ensure all staff details required for the school workforce census (including salary, contracts, qualifications, equal opportunities data, absence etc.) is up-to-date and accurate on relevant systems
3. Monitor and record staff sickness absence, special leave, annual leave and TOIL, including entry on the payroll portal to monthly payroll deadlines, and highlighting any concerns to the SLT
4. Prepare payroll forms for contractual changes (such as starters, leavers and contract variations), for approval by the Headteacher. Make amendments to the MIS and payroll portal to reflect approved changes
5. Assist the business manager in checking payroll reports to ensure costs and variations are appropriate and budget areas are correctly charged
6. Support senior leaders in the application of the sickness absence procedures by processing return to work forms and special leave requests; providing accurate absence records; and arranging and minuting absence review meetings.
7. Record staff absences on the calendar and support the SLT by booking agency cover where required
8. Administer volunteers and work experience - ensuring relevant policies are followed, forms completed and inductions completed
9. Support the SLT throughout the recruitment process for new staff, including advertising vacancies, organising interviews, tasks and tours etc.
10. Support with the completion of pre-employment administration and checks, and coordinate the induction of new staff.
11. Contribute to the maintenance of the single central record (SCR) and visitor/safeguarding procedures.

EXPECTATIONS OF ALL STAFF

1. To adhere to the Code of Conduct and demonstrate integrity and objectivity at all times.
2. To be professional in dress and manner at all times
3. To promote the wellbeing and safeguarding of children.
4. To maintain appropriate relationships and personal boundaries with children and young people.
5. To carry out the responsibilities of the post with due regard to the Equalities Act.
6. To carry out the duties and responsibilities of the post in accordance H&S procedures and relevant H&S Guidance and Legislation.
7. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
8. To be aware of data protection responsibilities under GDPR. To use tact and discretion when handling, sharing or disposing of any information which could be confidential.
9. To undertake training and professional development as appropriate.

10. To constructively take part in meetings/briefings, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder.

11. To undertake other duties appropriate to the post that may reasonably be required.

Person Specification



The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

QUALIFICATION AND EXPERIENCE	DESIRABLE	ESSENTIAL
Experience in operating computerised data management systems is essential		✓
GCSE grade C or above, or equivalent qualifications, in English and Maths		✓
Experience using Access Education Finance	✓	
Experience operating computerised financial systems	✓	
Experience administering budgets and financial matters	✓	
SKILLS, KNOWLEDGE AND ABILITIES		
Ability to work under pressure and meet tight deadlines		✓
Ability to produce accurate and detailed information		✓
Proficient skills with systems, databases and Microsoft Office		✓
Awareness of security and separation of duties		✓
Ability to communicate effectively in writing, on the telephone and face to face.		✓
Ability to build and maintain an effective working relationship with a wide variety of people		✓
Diplomatic approach in dealing with difficult situations.		✓
Ability to prioritise to ensure that deadlines are met, whilst working under pressure.		✓
Ability to work on own initiative and contribute ideas to the improvement of admin services at the school.		✓
Ability to maintain strict confidentiality in all matters.		✓
A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.		✓
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.		✓

Details of Selection Process

Application deadline

Completed application forms must be received by Midnight Sunday 11th June 2023. Apply online at www.islington.gov.uk, following the jobs link.

If you need any assistance, please email the Schools HR Team at schoolsrecruitment@islington.gov.uk quoting job ref: AMB/1428.

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

We welcome visits. If you have any questions, get in touch!

Selection process

The selection process will be a combination of tasks, activities and interview. Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Call **020 7226 4708** or email office@ambler.islington.sch.uk

