



Recruitment Brochure

ENJOYING TODAY, PREPARING FOR TOMORROW

Vacancy Details

One In A Million Free School – Bradford
Enjoying today, preparing for tomorrow!

Finance and Administration Assistant

National Joint Council Pay Scale Points 13 – 17 (£28,163 – £30,060 full time all year round salary, would be prorated for part time)

Contract: Permanent, 37.5 hours per week, all year round (part time could be considered for a Finance Assistant only)

Hours are negotiable around the core office hours of 07:30 – 16:00

Start date: As soon as possible!

We are looking to appoint a Finance and Administration Assistant, who is proactive, forward thinking, school-minded, competent and consistent throughout their work. The role will contribute to the overall success of the school and finance/office department and will assist with the effective and efficient administration of the Finance Department and school office.

You will support the Senior Finance Officer and Office Manager on a daily basis with finance administration and processing, general office admin and other departments within the back office function where required. You will be the first port of call for any queries e.g. telephone, email and dealing with incoming queries as appropriate.

Who are we?

- OIAMFS opened in September 2013 with just 60 year 7 students, we are now full and oversubscribed every year. We are based next to the home of Bradford City Football Club, Valley Parade.
- OIAMFS is part of the One In A Million family. One In A Million was established in 2006 as a charity that wanted to make a difference in the lives of young people in Bradford through sport, the arts and enterprise. Our name reflects our values: every child is valued and unique.

What we offer:

- We are a small ESFA funded secondary, mainstream comprehensive school, with approximately 375 students across five year groups. This means every teacher knows every student and we all know each other which builds a strong team and community within the school.
- A chance to support students to achieve or exceed their potential.
- We place students at the centre of everything we do as a school.
- We genuinely value our staff and fully support their development, wellbeing and career progression. We offer a wide range of CPD opportunities and really encourage staff in their professional development.
- A range of benefits, include access to West Yorkshire Pension Scheme, cycle to work and discounted IT plans and we offer wellbeing support through Health Assured.

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Safeguarding

One in a Million Free School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

If you are shortlisted for an interview, an online search will be carried out as part of our recruitment process.

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JOB TITLE: Finance and Administration Assistant

JOB LOCATION: One In A Million Free School, Bradford

REPORTS TO: Senior Finance Officer

PEOPLE RESPONSIBILITY: None

BUDGET RESPONSIBILITY: As delegated by the Principal

ONE IN A MILLION FREE SCHOOL VISION & VALUES

Our overall aim is to make a difference to young people by engendering respect, self-regard, motivation and engagement. The ethos of our school will be rooted in the name of our charity, where every young person is recognised and valued as 'one in a million'.

Our mission is to enhance the life chances of all students at the One In A Million Free School through a broad and balanced curriculum, and the wider connected curriculum of Sport, the Arts and Enterprise.

Our vision is that each student will achieve or exceed their potential.

Our values: We are driven by our four core values, Compassion, Honesty, Integrity and Excellence

JOB PURPOSE

You will support the Senior Finance Officer and Office Manager on a daily basis with finance administration and processing, general office admin and other departments within the back office function where required. You will be the first port of call for any queries e.g. telephone, email and dealing with incoming queries as appropriate. Supporting reception where required to ensure a professional service is provided to our staff and visitors.

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KEY RESPONSIBILITIES AND DUTIES:

Finance support:

Assist the Senior Finance Officer with day-to-day financial tasks, including:

- Supplier statement reconciliation.
- Raising requisitions in Financial Live (training will be given).
- Checking off deliveries against requisitions.
- Matching up the POs, requisitions and delivery notes.
- Entering goods receipts in Financial Live.
- Filing of above.
- Completing new supplier forms.
- Completing the three quote procurement process and documentation, in consultation with the Senior Finance Officer.
- Entering petty cash claims into spreadsheets and scanning receipts.
- Administering ParentPay system, recording amounts due and arranging necessary credits (training will be given).
- Understand and work within the School's Financial Procedures.
- Liaise with the central finance team to resolve any purchase ordering queries.
- Deal with petty cash claims, ensuring paperwork is correct, reimbursing staff and submitting claims on the finance system.
- Regularly scrutinise purchase orders on the system, chasing any goods which are overdue.
- Distribute goods received.
- Maintain the contracts register in line with OIAMFS requirements.
- Ensure all financial information is filed correctly, both electronically and paper.
- Keep records of spends from allocated grants, e.g. pupil premium, sports grant, etc, to enable the Senior Leadership Team to have access to information which is needed for Government returns.
- Source and order resources as requested by the Senior Finance Officer.
- Enter purchase invoices onto the system accurately.
- Raise credit notes.
- Raise sales invoices.
- Prepare regular payment runs.
- Assist with month end and year end tasks.

Administrative support:

- Provide general administrative support, including word processing and photocopying various letters to parents and professionals and other school documents.
- Support staff with their photocopying and reprographics requests to ensure these are completed in a timely manner.
- Undertake training in the school's MIS system to assist in general data housekeeping, maintaining pupil and staff information, and running of

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basic reports.

- Support the Receptionist with answering the telephone and meeting and greeting families and other visitors as necessary at busy times, dealing with all telephone calls promptly and in a professional manner, providing support and advice where required and passing on messages as soon as practicable.
- Support with attendance registers.
- Maintain and update lists as required to ensure accurate information is kept in school.
- Maintain office filing.
- Give information and assistance on school matters, as appropriate, to parents, students and staff.
- Maintain confidentiality at all times, ensuring compliance with GDPR as regards handling and storage of data as some information handled will be of a sensitive nature and some will be covered by the Data Protection Act 2018.
- Support the general admin of the back office functions including the Principal's PA, HR or other support services where required.
- Undertake any other duties pertinent to the scope of the post as required by the Principal, Vice Principal, Senior Leadership Team

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.

GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all School policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout the school.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Commit to ensuring your own personal development and Continuous Professional Development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by the school for its activities.
- Proactively promote and uphold One In A Million Free School acting as an Ambassador.
- Behave in a professional manner (both in and out of school) ensuring that One In A Million is not brought into disrepute.
- Carry out any other reasonable duties associated with the post.

SAFEGUARDING:

- Take responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.

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- Promote the safety and wellbeing of students and help safeguard students' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy. Adherence to the School's Child Protection Policy Statement is always required.
- If you become aware of any actual or potential risks to the safety or welfare of students or other children in the school this must be reported to the Designated Safeguarding Lead or Deputy.

The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder. The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding, Health and Safety and Confidentiality of Information.

Person Specification

ATTITUDES

Aspect	Assessed by	Essential / Desirable
A good understanding of and commitment to the mission and vision of One In A Million	Interview & Application	E
Able to demonstrate how the values of One In A Million have been expressed in your life and work	Interview & Application	E
A clear understanding of vision and values, specifically as they relate to One In A Million, ensuring the Free School remains true to its aims, vision and mission	Application & Interview	E
A team player able to work with others	Application & Interview	E
Ability to follow instructions	Application & Interview	E
Has initiative and can work with autonomy and set boundaries	Application & Interview	E
Ability to work under pressure	Application & Interview	E
Reliability, confidentiality and integrity.	Application & Interview	E
Committed to Continuing Professional Development both personally and for colleagues	Application & Interview	E
Committed to collaborative learning and partnerships	Application & Interview	E

KNOWLEDGE & QUALIFICATIONS

Aspect	Assessed by	Essential / Desirable
5 GCSEs including Maths and English – Grade C or above or the equivalent	Application	E
Training and/or qualification in Finance / administration / or related subjects to level 2 and working towards level 3	Application	D
Experience of working with ICT, including MS Office and other school systems	Application & Interview	D

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
Experience of working in a school or similar environment	Application & Interview	E
Experience of finance and administrative systems and processes	Application & Interview	E
Experience of working in a finance environment	Application & Interview	E
Willingness to learn new systems and skills	Application & Interview	E
Ability to identify priorities quickly and accurately to ensure that deadlines are met.	Application & Interview	E
Highly effective organisational and planning skills. Thoroughness and attention to detail.	Application & Interview	E

SKILLS & EXPERIENCE (CONTINUED)

Experience of making effective use of ICT including SIMS.	Application & Interview	E
Ability to make sound decisions, identify and solve problems and seize opportunities	Application & Interview	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	Application & Interview	E
Ability to manage change, showing flexibility, adaptability and resilience	Application & Interview	D
Positive disposition towards inclusion of all students including those with learning difficulties in mainstream learning and education	Application & Interview	E
Able to build strong relationships with key people in relevant organisations	Application & Interview	E