

WINDLEHURST SCHOOL

Respect - Courage - Inspire - Achieve



Dear Candidate,

Thank you for your interest in joining the Windlehurst School family as a School Finance Support Administrator. Within this information pack, you will find the job description and person specification tailored to this vital role. If you would like to visit our school to see our ethos in action, we highly encourage you to do so; please do not hesitate to contact us with any questions.

Windlehurst is a unique, vibrant, and diverse learning community. Our pupils are phenomenal, full of potential, and great fun to work with—ensuring that no two days are ever the same. We currently operate across two specialized sites: one in Hawk Green (Marple) and one in Stockport Town Centre (Millbrook). This particular role will be predominantly based at our Hawk Green site, though occasional collaborative support at our Millbrook site may be required.

All of our young people (aged 11–16) hold an EHCP for Social, Emotional, and Mental Health (SEMH) needs. Because our pupils navigate a range of complex individual challenges, they can exhibit highly challenging behaviour at times. This is why we look for staff who see behaviour as a form of communication. While the environment demands immense resilience, the rewards are unmatched. The breakthrough moments born from building positive, trusting relationships genuinely change lives.

We deeply value our staff and look after one another. To support you, we offer an array of incentives, including a free school lunch every day, comprehensive access to our Employee Assistance Programme (for physical and mental wellbeing services), and dedicated CPD pathways, including specialist trauma-informed training.

This is an incredibly exciting period of growth and expansion for Windlehurst. If you have the resilience, the heart, and the drive to be the champion our pupils deserve, we would love to receive your application.

Yours sincerely,

C Ormiston

Mr C Ormiston
Headteacher



Careers as
individual
as you



Windlehurst School Job Description

Job Title: School Finance Support Administrator
Department: Windlehurst School
Directorate:

Vacancy Number:

Salary Grade: Scale 4
35 hours per week, Term time only + 3 INSET days

Post Reports to: School Manager

Post Responsible for: No Staff Responsibility

Main Purpose of the Job:

- To provide an efficient, effective administrative, financial and clerical support service for the Headteacher and School Manager.
- To support the School Manager in the operational financial processes and procedures.
- To be responsible for financial systems to ensure an effective and efficient service is provided.

School Finance Support Administrator

These are the current priorities and may change, in negotiation, depending on the needs of the school.

Financial Administration & Systems

- **Administer the day-to-day financial transactions** of the school.
- **Support the School Manager** in administering the school's delegated finances for all school budget areas and the petty cash account.
- **Process requests for services and goods** from staff, chase progress, process invoices, chase outstanding payments, and reconcile payments as requested using FMS.
- **Process invoices, credit notes, and remittances** on the finance system.
- **Raise purchase orders** and place orders with suppliers as required, ensuring best value.
- **Check goods are received correctly**, arrange returns as appropriate, and receipt the purchase order.
- **Work with and maintain financial systems**, ensuring that maximum efficiency is achieved.
- **Ensure security of cash and cards** stored in the office, following finance policy and procedures.
- **Assist the School Manager** with financial year-end procedures and system reconciliations.

Budgeting, Reporting & Specific Accounts

- **Contribute to and support the School Manager with the preparation of the school's annual budget.** This will involve the preparation of all financial information having regard to historical criteria, projections from the LA, etc.

- **Produce a variety of financial statements and reports**, as required, including the setting of annual budgets and monthly budgeting reporting.
- **Assist with the preparation of accounts for audit.**
- **Administer all aspects of dinner money**, free school meals, and associated returns.
- **Monitor outstanding balances** for school services (e.g., dinner money, trips) and issue timely reminders to parents/carers in line with the school's debt management policy.
- **Maintain adequate records** relating to the provision of supply teachers and associated payments.
- **Process car mileage forms** and reconcile expenditure.
- **Maintain the asset register.**
- **Develop an understanding of the pupil premium grant** and relevant school funding.

Compliance, Safeguarding & Data Security

- **Ensure all financial documentation and electronic records** are maintained and archived in strict compliance with GDPR and the school's data retention policy.
- **Be aware of and comply with policies and procedures** relating to child protection, safeguarding, health and safety, confidentiality, and data protection.
- **Maintain complete confidentiality at all times.** * **Safeguarding Responsibility:** All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to at all times and that concerns are raised in line with School Policy.
- **Commitment to attend suitable training** to support safeguarding and health and safety responsibilities within the school.
- **Attendance at specific staff training sessions, or INSET days**, in line with safeguarding and health and safety legislation.

General School Support

- **Support and promote the school ethos** and contribute to the overall aims of the school.
- **Undertake such other duties** relating to the work of the school appropriate to the post as may be assigned by the Office Manager/Headteacher.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To work positively and inclusively with colleagues and customers so that the School provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.

To fulfill personal requirements, where appropriate, with regard to School policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the School's vision and ethos.

To work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development will be considered.

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Person specification for School Finance Support Administrator

Attributes	Essential	Desirable	How identified
Relevant Experience	<ul style="list-style-type: none"> To have excellent ICT skills To have extensive experience in an office environment Dealing with the public face to face and by telephone Working with confidential records Handling money Knowledge & use Management Information Systems 	<ul style="list-style-type: none"> To have worked in an education establishment, To have worked in a setting within which communication with children was essential Knowledge & use of SIMS Pupil and Budget management systems Knowledge of educational software applications & packages 	<ul style="list-style-type: none"> Application form Interview
Education & training	<ul style="list-style-type: none"> GCSE English & Maths A-C Proficient with Microsoft office Packages / Google Suite 	<ul style="list-style-type: none"> Office/Admin based qualification i.e. NVQ, CLAIT. R.S.A etc) Professional training related to Financial Management Systems, GDPR compliance, Child Protection etc 	<ul style="list-style-type: none"> Application form Interview Certificates
Special knowledge & skills	<ul style="list-style-type: none"> To have a commitment to the protection & safeguarding of children & young people To be able to work as a member of a team & on your own To remain calm under pressure & work to deadlines The ability to prioritise To pay meticulous attention to detail To be innovative & proactive 	<ul style="list-style-type: none"> To have the ability to relate to children presenting challenging behaviour 	<ul style="list-style-type: none"> Application form Interview
Additional factors	<ul style="list-style-type: none"> Respects colleagues' & all stakeholders' attitudes, beliefs & traditions Is prepared to raise any concerns regarding discrimination against other people on the grounds of their age, sexuality, religion or belief, race gender or disabilities To meet Stockport Council's standard of attendance 		<ul style="list-style-type: none"> Application form Interview