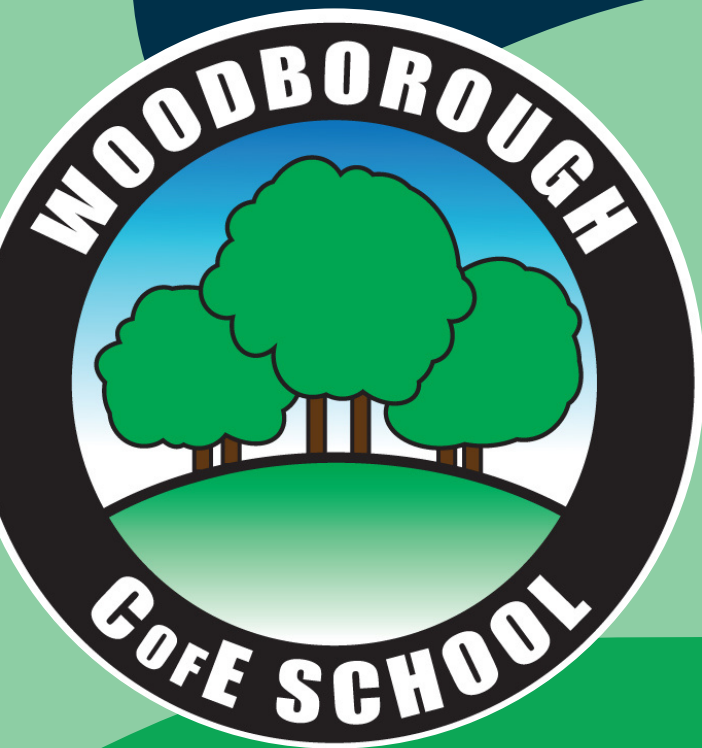




EQUA
Multi Academy Trust
Every Child, Every Chance

WOODBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL



**COME AND EXPERIENCE THE
WOODBOROUGH MAGIC!**

**Application Pack
Finance & Admin
Officer**

**Closing Date: Friday 10th November
12pm**

**Interviews: Wednesday 15th
November**

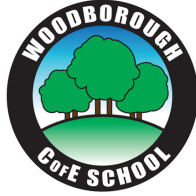
BROAD STREET, WOODBOROUGH, SN9 5PL



01672 851305

ADMIN@WOODBOROUGH.WILTS.SCH.UK

WWW.WOODBOROUGH.ORG



Woodborough Church of England Primary School

Broad Street, Woodborough, Pewsey, Wiltshire, SN9 5PL.

Telephone: 01672 851305 Email: admin@woodborough.wilts.sch.uk

Headteacher: Mrs Katie Scaplehorn

Dear applicant

Welcome to our warm and friendly village primary school. Thank you for showing an interest in applying for the role of Finance and Admin Officer at Woodborough. I hope that you find this application pack informative and useful in helping you to apply.

Woodborough School is set in a village location overlooked by the Marlborough Downs. We have approximately 170 pupils accommodated in seven classes. We aim to create an atmosphere in which all children are valued and value their place in a Christian school community.

Our dedicated and knowledgeable staff know each of our children as individuals and academic achievement, high standards of work and respectful, considerate behaviour are encouraged. Strong emphasis is placed on our pupils' ability to socialise, have empathy with others and to think creatively.

Our school provides a broad, stimulating and inclusive curriculum where learning through experience is a priority. Pupil visits, both day and residential, and regular themed weeks enhance learning and teaching and a wide variety of outside visitors to the school provide variety, breadth and enrichment.

We firmly believe in fostering strong and positive relationships between home and school. Many opportunities arise for parents to become involved with school life and we take great pride in being at the heart of the community. We are certain that children perform best when we all work together.

Over the years our school site has been remodelled to meet the changing needs of the school population. Developments have seen the addition of a kitchen, administrative areas, a spacious school hall and most recently our Early Years and Key Stage 1 classes have been redesigned and we've added a fantastic new outdoor learning area. The extensive school grounds are continually being developed to create learning areas for environmental study and stimulating places to play.

We are looking for someone who will be a key member of our team. They will be keen to develop their professional career and enthusiastic and committed in providing support in the smooth running and administration of the school. The admin and finance officer will work alongside our admin assistant. We would love to hear from someone with experience of admin, accounting and budget setting.

I hope very much that you will be able to visit us so that you can see for yourself the fantastic opportunities our school has to offer the role of Finance and Admin Officer.

Kindest regards

Katie Scaplehorn
Headteacher

Main Purpose

To provide an effective administrative and finance function within the school.

We are looking for someone who:

- Is an excellent communicator with the ability to work well within a small team
- Has experience of a wide range of administration
- Has finance experience, including budget setting and monitoring
- Has experience of managing a MIS
- Is familiar with contracts including staffing and premises
- Is willing to promote and support wider school working and enrichment
- Has ambition to make a difference

You will:

- Be friendly, approachable and have a positive manner with the entire school community
- Have excellent communication skills
- Be enthusiastic, well organised, efficient and flexible
- Be proficient in ICT and have sound administrative and literacy skills
- Have experience of financial processes - knowledge of Sage will be an advantage
- Have experience of managing MIS systems – knowledge of ScholarPack will be an advantage
- Self-motivation and a willingness to attend training
- An ability to work in a busy environment and juggle conflicting demands

We can offer:

- A commitment to personal and professional development
- An attractive and supportive environment
- An enthusiastic and friendly team (staff and pupils)
- Opportunities to become more involved in the school community
- A unique location, vibrant and creative environment and rewarding place to be

Job Title	Finance & Admin Officer	Contract Type	Part-time, Permanent
Work Location	Woodborough CE Primary School	Salary	Grade F
Commencement Date	As soon as possible	Hours of Work	32.5hrs 8.30am - 3.30pm Term Time

	Essential	Desirable
Education and Experience		
Minimum of 5 GCSEs or equivalent including English and Maths	X	
Admin experience	X	
Experience of monitoring budgets	X	
Experience of using a variety of IT packages, e.g. MS Office, Sage and Management Information Systems	X	
Experience of working within a school office environment		X
Effective organisational skills and time management	X	
Ability to make decisions and use own initiative	X	
Experience of line management responsibilities including workload planning, supervision and appraisal		X
Skills and ability		
Excellent written and verbal communication with the ability to work well within a small team	X	
Friendly and approachable with a positive manner with the entire school community	X	
Enthusiastic, well organised, efficient and flexible	X	
An ability to work in a busy environment and juggle conflicting demands	X	
Able to use initiative, prioritise and meet deadlines	X	
Able to appreciate issues of confidentiality	X	
Other		
Able to maintain a positive and professional demeanour	X	
Able to demonstrate an understanding and commitment to equal opportunities and diversity	X	
A commitment to support the Trust's agenda for safeguarding	X	
Willingness to occasionally work flexibly to support the school	X	

Visits to the school and to meet the headteacher are encouraged and appreciated and may be arranged by telephone. If you would like to find out more about joining our team then please contact our school office on 01672 851305 or by email admin@woodborough.wilts.sch.uk.

All information regarding this vacancy and the application form can be found on our website: <https://woodboroughschool.org/our-team/vacancies/>.

Applications must be submitted on the Equa application form and accompanied by a letter stating experience, interests and personal qualities. Applications on CVs will not be considered.

Please send your completed application to head@woodborough.wilts.sch.uk

General Comments: Requirement to attend in service training as required.

Disclosure and Barring Service: The nature of the work requires that the post holder has undergone checks by the Disclosure and Barring Service and has an enhanced clearance.

Safeguarding Children, Young People and Vulnerable Adults: Woodborough Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Two references will be taken up for all short listed candidates prior to interview. Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check with effect 1st Sept 22, please note, an online search may form part of this recruitment process.

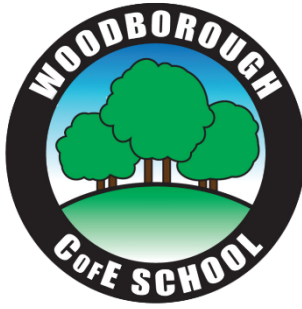
Equal opportunities: All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and safety: All employees have responsibility for their own health and safety and for that of others who may be affected by their act, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality: All employees are expected to respect confidentiality in relation to school business and pupil data.

Woodborough CE Primary School
Broad Street, Woodborough SN9 5PL

Tel: 01672 851305
email: admin@woodborough.wilts.sch.uk
website: www.woodborough.org



Job Description

Job Title: Finance and Admin Officer

Scale: Grade F

Main Purpose: To provide an effective administrative and finance function within the school.

Main Duties

- Line Management of the school Administrative Assistant, providing support and guidance where necessary and undertaking supervision and appraisal.
- Liaise with payroll, submit claims (supply teachers, support staff claims, expenses) Check pay and undertake payroll reconciliation.
- Ensure requests for staff contracts are correct and relayed to the Equa central team. Advertise vacant positions and administer selection procedures.
- Ensure all new staff have correct checks and references in place and that all safer recruitment procedures are followed.
- Ensure the Single Central Record is up to date at all times.
- Account for cash received for dinners, uniform, outings, music lessons, photographs, donations etc. Count, record and bank cash as necessary. Submit invoices for dinner money, residential trips, music lessons etc. and lettings.
- Prepare invoices and match against orders/ delivery notes, obtain authorisation, print cheques, obtain signatures and send cheques.
- Book transport, book training courses, book supply teachers, book photographer, arrange venues; administer breakfast club, after school clubs, pre-school/nursery. Organise "Contacts" lists, severe weather procedures and fire drills.
- Draft and distribute newsletter for parents / carers for final approval of the Headteacher. Provide data, assemble, print and distribute Children's Reports. Write, obtain, copy and distribute information to staff. Write and distribute information to local organisations as required.
- Oversee the servicing, maintenance and repair of buildings, plant, equipment and fixture and fittings. Control and re-order stock (stationery and educational consumables, uniform)

taking account of “value for money”. Research the best “value for money” and order equipment for the head teacher.

- Monitor the quality, order and make payments for equipment and supplies with “value for money” in view.
- Greet visitors - staff, parents, pupils, deliveries and general public – helping and effectively distributing information as required (paperwork, money, goods).
- Answer incoming calls to the school, transfer calls, take messages, and respond to queries where possible.
- Undertake ancillary office duties including photocopying, sorting, collating and filing.
- Using **Insight** Data Tracking, enter data in time for EQUA Data Grabs throughout the year, chase teachers for any missing data.
- Staffing - ensure cover for sickness and staff training using supply or redeploying other staff members.
- Administer First Aid, medication administration and reporting to parents using agreed systems.
- Admissions – process applications through **Portal** with LA, reply to in-year transfer requests from LA, collect information forms, be available for the information evening in June. Administer information forms and CTF’s in **Scholarpack**, the school’s management information system (MIS). **DfE Secure Sign** in School to School.
- Trips – Send letters to parents, collect permission and payment, ensure transport is booked, risk assessments in **Evolve**, act as Education Visits Coordinator for the school.
- Premises – organise repairs or replacements, book trades where necessary in liaison with EQUA. Review ongoing maintenance plans, redecoration and building projects, including outside areas of the school.
- Cleaning - order cleaning products, organise cleaning schedules including school holiday cleaning requirements.
- Supplies – order supplies in line with budgets and staff requirements
- School Website, newsletter and other comms - keep up to date, gather information and draft the weekly newsletter, ensure all stakeholders know what is going on and when.
- Extra-curricular club’s administration, liaising and booking external providers, ensuring sufficient viability of paid clubs before committing.

The post holder may reasonably be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.