



The Christian School (Takeley)
Brewers End
Takeley
BISHOP'S STORTFORD
CM22 6QH

office@takeley-christian.essex.sch.uk

www.tcst.org.uk

Job description: Administrator and Financial Assistant

Job details

Pay and Conditions

Salary: £12, 669 per annum

32.5 hours per week during term time: 09:30 – 16:30 Mondays to Fridays (30 minutes unpaid lunch break)

6hrs per week during the school holiday periods for 11 weeks.

Holidays must not be taken during School term time, the first week of August and applicants must be available for the GCSE Results Days in August.

In addition to your pay you are entitled to 149hrs 10minutes rounded to 150hrs holiday pay based on 1236 annualised hours. Your equivalent hourly rate is £10.25 and holiday pay is £1537.50.

Your monthly pay will be £1 183.88

Pension: Contributory pension scheme after 3 months probation.

Sickness. Up to 15 days paid per annum after 3 months probation

Responsible to

M Emlyn Humphries, Head Teacher and Trust Business Managers.

There will be close functional relationships with each of the Trustees.

Main purpose

To support the Head Teacher, teaching staff and Trustees in providing a first class financial and administrative service which will enhance the performance and reputation of the school. The principle areas of responsibility are:-

- Strict financial control of all income and expenditure together with producing accurate records of financial book keeping and reports.
- Production of monthly staff salaries accurately and on time. This will include deductions for tax, NI and pensions together with school contributions to our Pensions contractor and the payment of deducted tax and NI to HMRC
- Production of periodic statutory returns to HMRC and the Charities Commission as directed by our Financial Advisor/Auditor.
- Provide secretarial services to the Head Teacher, such as writing fee letters to parents, managing correspondence, diligent filing (most of

which is confidential), reception services, dealing with telephone calls and occasional emergency playground cover.

Undertake all procedures and recommend changes or enhancements as appropriate.

Qualifications and experience required.

- The candidate must have had proven successful experience in finance, book keeping, wages and general administration in a small to medium business or school. Academic qualifications must be a minimum of GCSE grade B in English and Maths but priority will be given to candidates with good grades in A level Maths, English or Economics. The candidate must be skilled in the use of computers and be fluent in Word and Excel. It will be highly desirable if the candidate has experience in QuickBooks or similar book keeping or accounting systems, school Management Information System (MIS) and online data management. Candidates should have a working knowledge of the General Data Protection Regulations (GDPR).

Duties and responsibilities in addition to the above

General Office

- Complete attendance registers
- Check post and emails for finance related correspondence
- Managing contractors
- Petty Cash
- Covering front office from time to time
- Word-processing tasks for Head teacher.
- Updating SLT calendar (including term and useful dates, info etc for communicating to parents and other SLT activities, such as questionnaires, feedback etc) and attending first part of SLT meeting
- Communication and Events Management (Newsletter)
- Maintaining and updating relevant Health & Safety folders
 - Fire
 - Sickness and First Aid
 - Residential Trips (Reporting to Cathryn Fyfe)
 - Non-residential Trips
 - First Aid
 - Annual permission replies for pupils – lunch, photographs, small trips, etc

Process Management

- Managing the Pupil and staff applications processes.
- Managing the pupil and staff leaving procedures.
- Two weekly checks of Staff Central Record and Admissions Register
- Annual and on-going maintaining and submitting the school census data.

Task Management

- Managing front office and monitoring Schoolpod (MIS) tasks
- Managing ordering of stationery and consumables.
- Managing Filing
- End and start of year Parent Communication
- Ensure Health and Safety procedures and policies are being followed including weekly fire check and risk assessment
- Receiving and logging / despatch of exam papers and scripts.

Examinations (examinations officer)

- Liaising with heads of department, invigilators, teachers and students
- Dealing with access arrangements and liaising with SEN Team on this.
- Dealing with external candidates.
- Making entries.
- Becoming familiar with all AQA and JCQ requirements and adhering to them.
- Issuing students with their entry slips and making any necessary corrections
- Drawing up examination timetables
- Preparing, organising and supervising these examinations in accordance with the regulations laid down by all the examination boards
- Supplying all the necessary stationery and materials related to the smooth running of the examination system
- Dealing with certification issues
- Attending result days, distributing documentation to staff and dealing with queries, where appropriate, from students, staff and parents
- Checking statistical data
- Checking all examination fees and charges from each examination board

Audits

- Termly data audit including school database, Self-Evaluation statistics, reporting systems and emailing system
- Understanding data protection and retention rules and ensuring these are adhered to
- Understanding good practise for storage and content of pupil and staff records and working to these

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Notes

The post holder is expected

- To comply with policies and procedures covering child protection, health, safety, data management and security.
- To cover duties for absent colleagues, within reason as requested by Line Managers.
- To attend and participate in meetings as required.
- To contribute to the overall ethos/work/aims of the school.
- To participate in training, other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To undertake any other duties commensurate with the duties and responsibilities of the post. All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working.

The post holder is required to contribute and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development in line with school policies and practices.

This job description may be amended at any time in consultation with you.