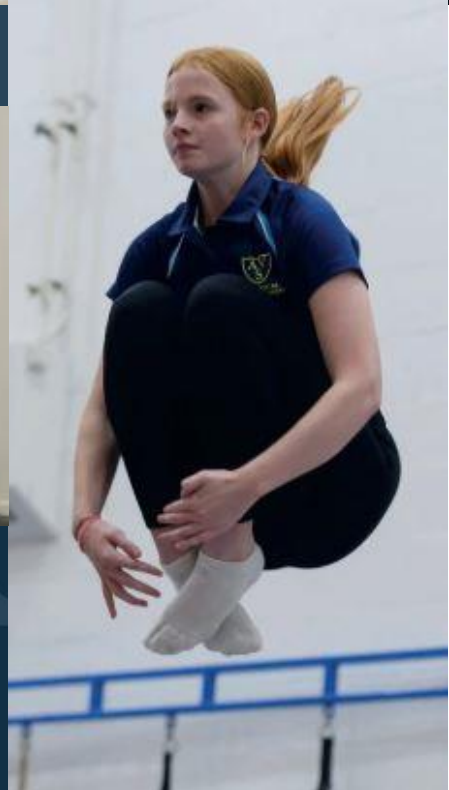




**THE AVON VALLEY SCHOOL**  
AND PERFORMING ARTS COLLEGE

# Finance/Admin Assistant (Maternity Cover) Application Pack

**AMBITION RESPECT CARE**



## A warm welcome from the Headteacher

Dear Candidate,

Thank you for your interest in joining The Avon Valley School & Performing Arts College as Finance/Admin Assistant (Maternity Cover).

The Avon Valley School is a popular, oversubscribed foundation school, offering a dynamic and ambitious curriculum for 11 to 16 year olds. We have worked hard to build a vibrant and supportive learning community, where students, staff and families work together to help every student thrive and fulfil their potential.

The culture here is incredibly positive and supportive. This means that our staff enjoy coming to work and are passionate about working together to make a difference to the lives of our students. We believe in nurturing confident, respectful and responsible young people who are ready to make a positive contribution to society.

Our core values **ambition**, **respect** and **care** are at the heart of everything we do. These principles shape our inclusive school culture and guide us as we support students on their education journey.

We offer a broad and engaging curriculum, delivered through high-quality teaching that promotes knowledge, creativity and critical thinking. Students are encouraged to explore, debate, problem-solve and communicate with confidence. Alongside academic excellence, our pastoral programme plays a key role in developing leadership, resilience and independence. Skills that will serve our students well beyond their time at AVS.

Academic achievement is important to us, and we are proud of our students' success. But life at AVS is about so much more. Whether it's in sport, drama, music, science, enterprise or the arts, our students are encouraged to pursue their passions and develop their talents both inside and outside the classroom.

As a performing arts specialist school, we are exceptionally proud of the creativity and talent that flourishes across our school. From drama, dance, music and technical theatre, students have access to outstanding facilities and inspiring opportunities. In 2024, our dedication to the arts was nationally recognised when AVS won Best School Show at the National Schools Theatre Awards. This was an incredible achievement that reflects the hard work, passion and teamwork of our students and staff.

I hope that this information pack will give you a flavour of our school, and I encourage you to visit, to see how our values and culture flow throughout the school, and the pride that our staff and students have at being part of Avon Valley School. I'm confident that you'll discover Avon Valley is a warm, welcoming place where you can really thrive and have a positive impact on both our students and our wider community.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,  
Headteacher

## About The Avon Valley School & Performing Arts College

### VISION

To inspire, advance aspirations, and cultivate a school community of limitless potential.

### MISSION STATEMENT

At The Avon Valley School and Performing Arts College, we aim to create an inclusive learning environment where everyone feels valued and supported. We believe in respect, being relentlessly ambitious, and looking out for each other. Our goal is to inspire each individual to chase their dreams and make a difference in the world around them. Through our belief in the limitless potential of every individual, we strive to inspire and equip everyone in our community to thrive and excel.

### OUR CORE VALUES

Our core values are our DNA; they enable us to create an inclusive environment where everyone feels valued, understood and supported; fostering a sense of belonging and unity that strengthens our community bonds. This enables everyone to thrive, both personally and academically, enhancing overall happiness and success.

**Ambition:** We inspire and challenge each person to strive for excellence, fostering a culture of continuous improvement and perseverance. This empowers everyone to push through their boundaries to unlock their full potential, and achieve remarkable things beyond what they thought possible.

**Respect:** We celebrate the diversity of our community and treat every individual with kindness, dignity, and consideration. By acknowledging the unique backgrounds and perspectives of each person, we create an environment where mutual understanding and acceptance flourish, fostering a culture of trust, inclusivity and unity.

**Care:** We cultivate an environment where compassion and empathy are paramount, nurturing the holistic well-being of every member of our community. By prioritising the emotional and physical welfare of individuals, we demonstrate a commitment to their overall health and happiness, fostering a supportive community where individuals feel valued, heard, and supported through life's challenges.

These core values underpin everything we do at The Avon Valley School, guiding us in our pursuit of excellence. Through teamwork, creativity, and unwavering support, we empower our students to embrace opportunities, overcome obstacles, and experience the joy of learning together.

### ETHOS AND CULTURE

At The Avon Valley School and Performing Arts College, we value each and every individual. We believe that everyone has the potential to succeed and is an untapped source of talent. It is our aim to unlock this potential through the provision of a first class education, creating lifelong learners.

Underpinning this aim is our desire for our students to enjoy their school days and be equipped with the skills and knowledge for life. We want our students to understand their rights and responsibilities and those of others and to be compassionate and caring members of society.

The ethos and culture of the school is unique and has been commented on during successive OFSTED inspections. A result of this and our significant progress is that The Avon Valley School and Performing Arts College has continued to be judged as a Good school. This has led to the school being extremely popular and oversubscribed.

## SENIOR LEADERSHIP TEAM

The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 4 Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

## PASTORAL SUPPORT

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, Pastoral Leads, SENCO, Form Tutors and Teaching Assistants. We also work positively with a wide range of external agencies.

## WORKING FOR AVON VALLEY SCHOOL

The Avon Valley School is known for its aspirational and caring environment. Our staff are welcoming, committed, and maintain the highest expectations of both themselves and our students. We have a hardworking and committed team of specialist teachers who are dedicated to ensuring the best possible outcomes for our students. Our stable and experienced staff can offer support and guidance to colleagues at any stage of their career, and we actively encourage staff to create a personal improvement and development plan so we can help them realise their career goals and ambitions. Our staff are enthusiastic, have a good sense of humour, and support each other, which makes it a fantastic place to work.

## GROWING TOGETHER: BALANCE, BELONGING, AND WELLBEING

*"True balance is rarely found in isolation; it is cultivated in a community that values the person as much as the professional. Our collective strength comes from how well we look after each other."*

At Avon Valley School, we believe that our students can only thrive when our staff are healthy, motivated, and supported. Working in education can be both immensely rewarding and demanding. Success isn't just about individual performance; it's about the relationships we build with our colleagues and the support system we provide for one another. Because of this, wellbeing is woven into daily life at the school.

### Work-Life Balance

We respect the lives of our staff outside of the school gates. A healthy community is made of well-rested people. We try to ensure your home life remains your own.

- **Realistic Deadlines:** We provide an annual calendar of meetings and assessment/reporting dates at the start of the year to help you plan ahead.
- **A Community Right to Rest:** We champion a "Digital Sunset"; we do not expect staff to respond to emails out of the core school hours of 8.30am – 4pm or during weekends and holidays. We respect each other's boundaries so that everyone returns to school refreshed.
- **Additional PPA Time (exceeding the 10% normal offered for teaching staff) designed to promote a healthy work life balance.**
- **Staff Wellbeing is an integral part of the appraisal process.**
- **A Generous Absence Request Policy:** Do you want to watch your child's primary school sports day or nativity, or attend your best friend's wedding? Not a problem if you work for us.

### Professional Growth

We don't just want you to work here; we want you to thrive here. We actively try to seek ways to reduce administrative burdens so you can focus on what matters most: teaching and learning.

- **Dedicated CPD Time:** We dedicate significant time to high-quality professional development, ensuring that staff are equipped with the latest pedagogical tools and have the time and resources to stay at the forefront of their subject specialisms.
- **Collaborative Development:** Our professional development isn't "done to" you; it's built with you. We run workshops where we learn from the expertise within our own walls.
- **Personal Development Integral to Appraisal Process:** We offer mentoring and leadership opportunities to enhance personal and career development goals.
- **Open Door Policy:** A committed and collaborative Senior Leadership Team (SLT), who are active members of the school community. We listen to concerns and act on feedback promptly.
- **Dedicated Classroom** where possible for teaching staff.
- **Successful ECT Programme,** fostering professional growth.

### The Power of "We" (Community)

We believe that no one should have to navigate the challenges of education alone. We foster a community where every voice is heard.

- **Structured Induction:** New colleagues receive a comprehensive induction program and a dedicated mentor to help them settle into the Avon Valley family, ensuring you have a friendly face to turn to from day one.
- **Collaborative Planning:** Our faculties work together: sharing resources, schemes of work, and assessment materials to ensure that no single teacher is ever starting from scratch.
- **The Social Heart:** A modern, comfortable staffroom, where you can take time out or work together, in a space for staff to connect as people, not just as colleagues. Our termly "Thank-you Breakfasts" give us the opportunity to celebrate our successes and support each other through the hurdles.
- **A Thriving School Community** with engaged students and supportive parents/carers.

### Health & Mental Wellbeing

Your physical and mental health are our priority. We provide a range of tangible benefits to support both your physical and mental health and your financial peace of mind.

- **Private Medical Insurance:** To ensure you have the best care when you need it, all permanent staff are eligible for our comprehensive private healthcare plan. This includes fast-track access to specialists, diagnostic tests, and mental health support.
- **Employee Assistance Programme (EAP):** All staff have 24/7 access to a confidential counselling, legal advice, and financial guidance for you and your immediate family, providing a safety net for those times when life outside school requires extra support.
- **Cycle to Work Scheme:** We encourage a healthy and sustainable commute. Our salary sacrifice scheme allows you to save on the cost of a new bike and accessories, spread over manageable monthly interest-free payments.

**We look forward to welcoming you to a school that values you as a person as much as a professional.**



## Finance/Admin Assistant (Maternity Cover)

**Band E SCP 5 - 6 (£11,841.45 - £12,029.42 Annual Salary)**

**Part Time – Maternity Cover**

**(20 hours per week (preferred working hours: 10.00am – 2.00pm), Term Time Only plus Teacher Training Days)**

**Job Start: September 2026**

### THE OPPORTUNITY

Are you a highly organised individual with a sharp eye for numbers?

We are looking to appoint an enthusiastic, detail-oriented and reliable Finance Assistant to join our team on a temporary basis to cover maternity leave. This is a brilliant opportunity to play a vital role in ensuring the smooth, day-to-day financial and administrative operations of the school.

Working under the general guidance of the School Business Manager, you will handle a variety of routine financial tasks and day-to-day administration.

This role requires someone with excellent attention to details, strong numerical skills, and the ability to work efficiently in a busy environment.

### WHY JOIN US?

At The Avon Valley School, we are committed to nurturing every student's potential, both academically and personally. Our ethos is built on **Ambition, Respect and Care**, fostering a learning environment where students feel valued, supported and empowered to achieve their aspirations.

Avon Valley School offers a welcoming and collaborative environment where every member of staff is valued. We are committed to providing exceptional professional development opportunities and a supportive culture where you can thrive. You will have the chance to work with a fantastic team of staff and students who are all dedicated to building a safe, happy, and successful school.

### THE ROLE & RESPONSIBILITIES

Your day-to-day responsibilities will include:

#### Financial Administration

- **Lettings Admin**
- **Purchase Orders & Invoices:** Processing, printing, and emailing purchase orders via our Finance system (FMS). You will investigate and resolve supplier invoice queries, arrange returns, and track credit notes.
- **Cash Handling:** Collecting, counting, and recording dinner money and other school funds (such as school trips).
- **School Shop:** Overseeing the daily running of the school shop, including tie stock takes and monitoring second-hand uniform sales.

#### School & Trip Administration

- **Trip Coordination:** Supporting trip leaders by chasing parent consents, gathering medication information, and preparing comprehensive trip packs.
- **Communication:** Sending essential announcements to parents and staff via our online communication system.
- **First Aid:** Providing cover for the Student Services, dealing with minor injuries of students.
- **Front-of-House Support:** Providing vital cover for the school reception desk and handling calls with a professional, approachable manner.

**AMBITION, RESPECT, CARE**

## What We're Looking For

- Previous experience working in a fast-paced office administration and accounts role.
- Strong numerical and data entry skills, alongside a good working knowledge of Microsoft Excel (formatting, formulas, and calculations).
- A proven multi-tasker and team player who is organised, methodical, self-motivated, and able to maintain strict confidentiality (GDPR compliance).
- A "can-do" attitude and the ability to work both independently and as part of a team.

## WHAT WE OFFER

Joining The Avon Valley School means becoming part of a supportive and forward-thinking community. Our staff enjoy:

- **Tailored career development** with annual personal development opportunities.
- **A generous absence request policy**, for example, do you want to watch your child's primary school sports day, or attend your best friend's wedding? Not a problem if you work for us.
- **A proactive staff wellbeing programme** to support work-life balance.
- **A committed and collaborative Senior Leadership Team.**
- **A thriving school community** with engaged students and supportive parents/carers.
- **Paid duties** for anyone joining our lunchtime duty team.
- **Employee benefits**, including a cycle-to-work scheme, employee assistance programme, free on-site parking, and catering facilities.

## TO APPLY:

If you are excited by this opportunity and want to be part of a school where you can truly make a difference, we encourage you to apply by clicking the link below which will take you to our online application form.

Please visit our website to find out more about the school: <https://www.avonvalleyschool.uk/>

**Application Deadline: 9am on Monday 13<sup>th</sup> July 2026**

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

**Interviews:** Shortly after closing date.

For further information, email: [chearne@avonvalleyschool.uk](mailto:chearne@avonvalleyschool.uk) or telephone: **01788 542355**.

## SAFEGUARDING AND COMPLIANCE

Please note:

- We do not accept CVs without an application form.
- We do not provide working visas.
- If shortlisted, you will be required to complete a declaration regarding any relevant criminal offences as part of our safeguarding duties.
- **Avon Valley School conducts online searches (including social media) as per KCSIE 2025.**
- **We are committed to safeguarding and promoting the welfare of children and young people.**  
This post is subject to an Enhanced DBS check (child workforce) via the Disclosure and Barring Service.

Join us in shaping a future of limitless potential. We look forward to hearing from you!

**AMBITION, RESPECT, CARE**

## Job Description:

### Finance/Admin Assistant (Maternity Cover)

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------|------------------|
| <b>Accountable to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | School Business Manager                                                           | <b>Line Managing:</b> | N/A              |
| <b>Post type:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Part Time, Maternity Cover                                                        | <b>Salary/Grade:</b>  | Band E SCP 5 - 6 |
| <b>Hours Of Work</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 20 hours per week, (working hours 10.00am – 2.00pm), (TTO plus Teaching Training) |                       |                  |
| <b>Liaising with:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Parents/carers, staff, visitors and students                                      |                       |                  |
| <b>Every member of staff is required to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                   |                       |                  |
| <ul style="list-style-type: none"><li>• Work towards and promote the vision, beliefs, aims and expectations of the school;</li><li>• Support and contribute to establishing and maintaining a culture of safeguarding all students and promote the welfare of children;</li><li>• Undertake any necessary professional development activities to enhance personal development and performance;</li><li>• Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                   |                       |                  |
| <b>Purpose of the role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                   |                       |                  |
| <ul style="list-style-type: none"><li>• To support the Finance Manager, in order to provide effective Learning and Teaching through the provision of an excellent Financial service.</li><li>• Working under general instruction and guidance, general financial administration tasks that are mainly routine and are covered by established procedures, but is able to prioritise their own workload</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                   |                       |                  |
| <b>Duties &amp; Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                   |                       |                  |
| <ul style="list-style-type: none"><li>• Inputting standard information to Finance system (FMS), supplier and customers in accordance with procedures. Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales;</li><li>• Printing/Emailing Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as required;</li><li>• Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received;</li><li>• Dealing with queries from suppliers (including statements), debtors, budget holders and other School staff;</li><li>• Maintaining high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times;</li><li>• Chasing overdue orders;</li><li>• Filing, archiving, photocopying, faxing etc. Maintaining filing system of financial reports;</li><li>• Collect, count and record dinner money;</li><li>• Receive and record other money on behalf of the school (e.g. trips) as instructed by the Headteacher/School Business Manager;</li><li>• Day to day running of the school shop including tie stock take and monitoring sales of second hand uniform;</li><li>• Use of Microsoft packages, to include Word and Excel;</li><li>• Provide administrative support to a wide range of school staff, but reporting directly to the School Business Manager. Sending announcements to parents/staff via our online communications system etc.</li><li>• Provide cover for reception, as required;</li><li>• Answer overflow calls from reception;</li><li>• Be willing to do first aid training and provide cover, as required;</li></ul> |                                                                                   |                       |                  |



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| <ul style="list-style-type: none"> <li>• Trip administration to include chasing consent from parents, medication information, liaising with trip leaders, preparation of the trip pack etc.</li> <li>• To carry out other reasonable instructions of the Headteacher, School Business Manager, School Finance Manager and School Trip Coordinator.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Support to the School</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with;</li> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;</li> <li>• Be aware of, support and ensure equal opportunities for all;</li> <li>• Contribute to the overall ethos/work/aims of the school;</li> <li>• Appreciate and support the role of other professionals;</li> <li>• Attend and participate in relevant meetings as required;</li> <li>• Participate in training and other learning activities and performance development as required;</li> <li>• Assist with pupil needs as appropriate during the school day.</li> </ul> |
| <b>Responsibility for budget</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• The post has some direct responsibility for and is accountable for handling cash, processing cheques, invoices or equivalent or is accountable for small budget</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Responsibility for physical resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Continuing Professional development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Take responsibility for personal professional development, keeping up-to-date with research and developments;</li> <li>• Undertake any necessary professional development as identified;</li> <li>• Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Additional Duties</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>• Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies;</li> <li>• Undertake any other duties as reasonably required by the Headteacher.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*

## Person Specification: Finance/Admin Assistant (Maternity Cover)

|                                        | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Desirable                                                                                                                                                                                            | Evidence                                         |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Qualifications &amp; Experience</b> | <ul style="list-style-type: none"> <li>Hold GCSE Grade C or above in English and Mathematics or equivalent.</li> <li>Previous office administration and accounts experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Experience of working within a school office environment.</li> <li>FMS experience</li> <li>First Aid qualification (or willingness to be trained).</li> </ul> | Application form                                 |
| <b>Skills &amp; Knowledge</b>          | <ul style="list-style-type: none"> <li>Good numerical ability and data entry skills.</li> <li>Good working knowledge of Excel including formatting, calculations and formulas.</li> <li>A proven ability to multitask.</li> <li>A strong team player with a clear commitment to the development of an effective and efficient department.</li> <li>Be able to use initiative to organise and take responsibility for necessary tasks.</li> <li>Excellent telephone skills including the ability to deal with both suppliers and all stakeholders.</li> <li>The ability to research and find answers to problems.</li> <li>Well organised and methodical with excellent attention to detail</li> <li>Willing to utilise or learn new technology applications.</li> <li>Knowledge of and commitment to school policies including Child Protection, Health &amp; Safety and Equal Opportunities</li> <li>An appreciation of the importance of the Data Protection Act and GDPR within the role</li> </ul> | <ul style="list-style-type: none"> <li>Familiarity with IT applications (Excel, Word, Gmail, databases)</li> </ul>                                                                                   | References, application form & selection process |
| <b>Personal qualities and skills</b>   | <ul style="list-style-type: none"> <li>Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm</li> <li>Self-motivated and hardworking</li> <li>Reliable and trustworthy</li> <li>Good communication (oral and written) and time management skills</li> <li>Excellent interpersonal skills and professional, approachable manner</li> <li>Seek advice and support when necessary</li> <li>Excellent punctuality and attendance record</li> <li>Be able to develop and maintain good</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Concern for the welfare of the school community.</li> </ul>                                                                                                   | References & selection process                   |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <p>relationships with colleagues, parents, pupils and can gather, receive or exchange information on an everyday basis.</p> <ul style="list-style-type: none"> <li>• Able to recognise importance of security and confidentiality.</li> <li>• Able to work hours required or provide flexibility e.g. evening work or occasional additional hours if needed.</li> <li>• Enjoy working with children and young people.</li> <li>• Willing to undertake staff training and development courses, some of which may be outside normal working hours.</li> </ul> |  |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

