



SYDNEY RUSSELL SCHOOL

JOB DESCRIPTION

ADMIN/FINANCE JUNIOR

POSITION: ADMIN/FINANCE JUNIOR

SCALE: APT&C Scale 2 (point 11-13) Actual pay £18,114

HOURS & PAY: 35 Hours per week, 52 weeks per year

PURPOSE OF JOB:

- To work across the Finance Office & Main Office providing admin support
- To be responsible for safeguarding and the welfare of all children within the school

MAIN ACTIVITIES:

- Provide an efficient and helpful service to staff, students and parents
- Ensure work is completed efficiently, effectively with solution focussed approach to problems
- Assist the Senior Finance Officer & Office Manager where required
- Run the internal stationery cupboard for all staff

You will be trained in PS Financials and SIMS software packages and you must be willing to train as we will support college courses to improve skills.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the School Business Leader or Principal within the grading level of the post and the competence of the postholder.



PERSON SPECIFICATION

ADMIN/FINANCE JUNIOR

QUALIFICATIONS & EXPERIENCE

- Sound general education sufficient to meet the operational and intellectual requirements of the post.
- Literate and numerate: GCSE Level for English and Maths.

SKILLS & EXPERIENCE

- Proven general experience.
- Sound working knowledge and understanding of methods of ordering, contracts, purchasing, value for money and best value.

COMMUNICATION AND INTERPERSONAL SKILLS

- Ability to build and form relationships with colleagues and other professionals.
- Ability to work constructively as part of a team, understanding school roles and responsibilities.
- Excellent interpersonal, written and verbal communication skills.
- Proficient in the use of Microsoft Office, e-mail and the internet.
- Attention to detail.
- Supportive and co-operative.
- Team player.

ATTITUDE & MOTIVATION

- Ability to evaluate own development needs.
- Evidence of continuing professional development.
- Proactive and self-motivated.
- Planning and organisational skills to meet deadlines