

WOODFORD COUNTY HIGH SCHOOL



High Road
Woodford Green
Essex IG8 9LA

Headteacher: Ms Jo. Pomeroy M.A, M.Ed

Telephone: 020 8504 0611
Facsimile: 020 8506 1880
www.woodford.redbridge.sch.uk

School Accounts Assistant

LBR 5 (Spine Pt 12 - Pt.15) Permanent Post. Full Time – 52wks per year (leave to be taken in school holidays).

Hours: 36 hours per week: 09:30-17:30 (45min break x 4 days a week and 1hr break x 1 day a week)
Breaks can be taken in one block or spread throughout the day in agreement with line manager

Line Manager: Office Manager

Principal Responsibilities

1. Provide support to the school, promoting the schools core values.
2. Maintain private fund accounts on the computerised Finance system (SIMS FMS)
3. Administer private fund accounts and monthly reconciliation to bank statements.
4. Provide the Headteacher and Governors with regular School Funds and Visits reports as required (normally termly).
5. Prepare Private Funds accounts for auditor, arrange annual external audit and discuss report/recommendations with School Office Manager.
6. Completion and submission of the Charity Commission Annual Return and Trustees Annual Report and Accounts.
7. Bank all income received by the school for the capitation and private fund accounts including FMS input, ensuring insurance levels for monies held are adhered to.
8. Management and prompt recording of petty cash transactions for the capitation and private fund accounts
9. Deal with all aspects of covenants, donations and Gift Aid arrangements and arrange tax rebate
10. Receive money for all trips and residential visits, pay invoices, manage trip parentpay, arrange for required currency to be available, ensure adequate accounts are kept and coordinate with member of staff responsible for visit to ensure account is reconciled appropriately and make refunds as necessary
11. Liaise with insurance companies regarding visit insurance claims, ensure funds are received and arrange refunds to parents/staff as appropriate
12. Monitor and administer ParentPay payments from parents, acting as school liaison and supporting colleagues in their understanding and use of ParentPay.
13. Act as point of contact for school in relation to Parent Pay, allocating passwords and permissions for staff administrative accounts.
14. Arrange and administer peripatetic music tuition through Redbridge Music Service (RMS), including the preparation of timetables, ensuring SIM's is updated and the oversight of the peripatetic teachers on site, with support from the morning receptionist.
15. Keep the Head of Music aware of arrangements in relation to RMS
16. Reconcile and submit school bid to RMS, raise charges to parents for music tuition fees through ParentPay, reconcile payments and ensure schools invoice for RMS services is paid promptly.
17. Act as point of contact between Redbridge Music Service and the school



18. Support the Assistant Headteacher administer requests for pupil premium. Arrange pupil payments ensuring they are accurately applied to the relevant accounts.
19. Oversee afternoon receptionist in relation to school photographer
20. Manage financial arrangements for school photographs
21. Provide reception cover during school holidays including the enquiries email inbox and incoming post.
22. Support the telephone and reception area at the end of the school day
23. Manage the financial support, music and parentpay email inboxes

Other Duties

- In busy periods and during absence; Support School Office Manager with purchase orders, payments, invoices and direct debits as required
- Administer first aid to pupils and staff and if necessary escort them to hospital under the direction of the Headteacher or a senior member of staff.
- Attend courses and receive training as appropriate.
- Make the Office Manager aware of any concerns or problems as they arise.
- Provide support for the telephone and reception area in busy periods.
- Update and maintain processes and procedures in line with post.
- General administrative duties associated with a busy School Office and other reasonable duties as required
- Ensure compliance with GDPR.
- Provide administrative support to the Headteacher and School Business Manager as and when required, including school holidays.

PERSON SPECIFICATION:

	Essential	Desirable
Finance Experience	Y	
Good Standard of Education (minimum of NVQ level 2 or equivalent in English and Maths)	Y	
A highly competent ICT user, proficient in the use of Word, Excel and Outlook	Y	
Strong Administrative Skills	Y	
Meticulous attention to detail	Y	
A calm, flexible, totally dependable and committed team person	Y	
Integrity and sensitivity	Y	
Ability to work quickly and methodically in a busy school office, prioritising effectively.	Y	
First Aid Certification or willingness to train.	Y	

Ability to develop and maintain strong, effective and professional working relationships	Y	
Working knowledge of FMS	Y	
Understanding of statutory requirements and legislation including child protection, equal opportunities and data protection	Y	
The ability to work on own initiative but able to recognise when to ask for advice and support.	Y	
Competent user of Office 365, Microsoft SharePoint, Microsoft Publisher and Microsoft Forms		Y
Working knowledge of ParentPay		Y
First Aid Qualification and/or experience		Y
Recognised Accounts or Finance Qualification		Y
GDPR Training		Y
Safeguarding Training		Y
Experience of working in a busy office with a strong customer service ethos		Y
Experience of working in an educational environment		Y

This information indicates the wide-ranging nature of the job which demands flexibility and strong organisational and interpersonal skills. The school's administrative team is an integral part of the school and the post will appeal to someone who would enjoy working as part of a busy but friendly team and would take an interest in the life of the school. The job description may be amended at any time after consultation.

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.