

Job Title: Personnel, Finance & Administration Officer

Start Date: ASAP

REF: STA-HR-112023

Contract Type: Term time only
Contract

Contact Name: Emma Connolly

Location: Highgate, Islington, London

Contact Email: Connolly.e@sta.islington.sch.uk

Industry: Support staff

Closing Date: 1st December 2023

Salary: S01

Date posted: 06/11/2023

St. Aloysius' College is a Roman Catholic Boys secondary school with a Mixed Sixth Form in the borough of Islington. It has provided the local community with over 140 years of high-quality education. The College is currently going through a phase of rapid improvement including going Co-Educational in Years 7&8 in September 2024. We are looking to recruit staff to help us deliver an outstanding education to all of our pupils.

It is a friendly and supportive school community with a focus on excellence and high expectations of all. Staff development is a priority on our journey to Outstanding. We are seeking an exceptionally able professional for the post of Personnel, Finance & Administration Officer

We can offer:

- The opportunity to work in a school with enthusiastic, motivated and respectful students
- Supportive, hardworking Governors and colleagues who care passionately about our school and the local community
- Training and future career development.

We are looking for someone:

- With experience in HR and who is willing to be trained in finance admin.
- To liaise with HR Islington to provide advice service across the school in accordance with agreed policies and procedures, ensuring compliance with all relevant legislation; maintaining confidentiality and high professional standards at all times.
- To support the work of the School Business Manager.
- To clerk and minute HR, Finance & Premises Committee meetings, ensure documents are prepared and distributed to Governors and staff involved.

- To manage and coordinate the school's recruitment, selection and appointment process ensuring that all adverts are placed and that the information provided is accurate and relevant to the post

St. Aloysius' College is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

This appointment is subject to an enhanced DBS check and positive references.

How to apply: An application form is available via the school's website <http://www.sta.islington.sch.uk/>. Please email your completed application to Emma Connolly Connolly.e@sta.islington.sch.uk

ST ALOYSIUS

Job Description

Personnel, Finance and Administration Officer

Reporting to: The School Business Manager

Pay Grade: SO1

PURPOSE OF THE POST

To support the Business Manager in the provision of an effective and confidential administrative service to ensure the efficient functioning of the schools administrative & office systems.

To be responsible for day to day school personnel, financial and general office administration.

The postholder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary.

Duties and responsibilities will include, but are not limited to, the following and may be altered at the request of the Headteacher.

MAIN RESPONSIBILITIES:

Personnel

1. To support the Business Manager (and members of the SLT) administer safer recruitment including placing adverts and processing applications, references and pre-employment checks, interview arrangements and completion of relevant paperwork.
2. To administer the single central record and to be responsible for DBS administration.
3. To assist with induction & exit processes for staff.
4. To maintain accurate, comprehensive staff records including staff files and SIM's in accordance with agreed policy and procedure and in line with data protection requirements.
5. To support the Business Manager and members of the SLT in staff signing in /out procedures and the processing of timesheets.
6. To support the Business Manager and members of the SLT in appraisal, grievance, disciplinary, capability and absence management administration and processes in accordance with agreed policy.
7. To produce Personnel reports for Governor committee meetings when required.
8. To monitor teaching staff's daily supervision duties and to follow up accordingly.
9. To keep up to date with Personnel practice and training.

Finance Administration

1. To be aware of the school's financial procedures and regulations (including financial controls, best value, and authorisation limits) and to ensure compliance at all times,
2. To maintain and ensure the school finance database system FMS (or other relevant Management Information System) and any other accounting spread sheets or systems as required are up to date and maintained for invoicing.
3. To use spread sheets in order to record and provide management information in a clear, presentable format.

4. To assist the Business Manager in the completion of staff change forms for school's payroll & checking of payroll reports by agreed deadline dates and support in responding to queries.
5. To liaise with budget holders for authorisation and process supply staff (support & teacher) claim forms and payroll returns.
6. To be responsible for daily collection and banking of money and the preparation and prompt banking of income and to adhere to systems for dealing with arrears.
7. To maintain income and expenditure records for all finance transactions including all School accounts i.e. Fund and School Journey Accounts.
8. To update the school payment system with all parent payments, vouchers and manage and resolve any queries and ensure the system is maintained and up to date.

Administrative Duties

1. To work as an integral part of the admin team, supporting and covering other team members and as required request /offer help to colleagues.
2. To provide typing/word-processing skills for the production of letters/newsletters/reports as required in connection with the duties of the post. Minute taking for meetings including SLT
3. To provide reception duties by being a point of contact for all visitors/callers to the school, responding to where possible or referring to the appropriate member of staff as required.
4. To ensure good communication is provided including updating Staff of work requests.
5. To undertake general administrative duties as required:
 - Filing
 - Photocopying
 - Dealing with incoming/outgoing mail
 - Drafting of letters, reports etc
6. Check and respond to emails on a daily basis
7. To support the office team in all internal /external communication systems and sending letters, emails to parents, external providers and staff.
8. To ensure all visitors adhere to signing to procedures in accordance with safeguarding policy.
9. To share in the planning and organisation of special events across the school, including open days, school community events.
10. To constructively take part in meetings/briefings, supervision, conferences and other events designed to improve communication and assist with the effective development of the post and the post holder
11. To carry out the duties and responsibilities of the post, in accordance with the school' and children's centre's Health and Safety Policy and relevant H&S Guidance and Legislation.
12. To promote the safeguarding of children.
13. To undertake training and professional development as appropriate.
14. To undertake other duties appropriate to the post that may reasonably be required.

Personal Responsibilities

1. To monitor and manage your own workload and keep records in an agreed format
2. To achieve agreed targets and personal appraisal targets as agreed by the line manager
3. To be professional in dress and manner at all times performing duties with the Catholic ethos of the school in mind offering a friendly, kind and helpful service
4. Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Confidentiality

1. The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential

Performance Standards

1. To ensure that the school' customer care standards are met and adhered to.
2. To ensure that all duties are performed in accordance with the Schools /Council's processes /procedures & financial regulations
3. At all times to carry out the responsibilities of the post with due regard to the Equalities Act.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

PERSON SPECIFICATION

Personnel, Finance and Administration Officer

| FACTOR | ESSENTIAL | DESIRABLE |
|--------------------------------------|--|--|
| QUALIFICATIONS | GCSE or equivalent in Maths and English. | GCSE NVQ Level 3 or 4 (or equivalent) in Business or School Administration or Finance or Personnel; Educated to degree level or equivalent |
| EXPERIENCE | Experience in office administration Experience in finance & personnel including the operation of management information systems; Experience of liaising with external contractors. | Previous experience in an education environment; Experience of liaison with outside agencies. |
| KNOWLEDGE & UNDERSTANDING | Knowledge of Microsoft Office including Word and Excel; Database knowledge; Knowledge of preparing reports, minutes, general correspondence. | Knowledge of school finance, personnel and administrative systems SIMs /FMS; Knowledge of the education service. A commitment to and knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health and Safety and Safeguarding. |
| SKILLS AND APTITUDES | Ability to communicate effectively in a verbal and written form to a range of audiences; Excellent interpersonal skills demonstrating the ability to relate well to pupils, parents, staff and governors; Proven organisational skills with a high level of accuracy; Ability to manage a variety of competing priorities and meet deadlines; Ability to formulate ideas and solutions and present them effectively. Ability to work as part of a team and to be able to respond positively to changing demands. Ability to carry out general office skills and to deal with a variety of tasks such as filing, distribution of post etc. Ability to work in a logical, systematic manner and to follow school policies relating to areas of work. Ability to plan ahead and to work proactively. Have good attention to detail | |

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| DISPOSITION | Demonstrate a courteous and friendly approach; Ability to be flexible and to adapt to changing circumstances; Ability to act with confidentiality, tact and discretion at all times; Operate calmly and effectively; Show initiative and be self-motivating. | |
| PERSONAL QUALITIES | Wholly supportive of the ethos of a Catholic School; Commitment to personal professional development; Commitment to the equality of opportunity; Strict adherence to the security requirements re Child Protection and Data protection regulations. | Bringing personal interest and enthusiasm to the school community. Bringing a calm, effective and efficient approach to the working environment |
| SPECIAL REQUIREMENTS | An Enhanced Disclosure and Barring clearance is essential; Excellent attendance and punctuality record. | |

How to Apply

Application Deadline

Completed application forms must be received by **Friday 17th November 2023**.

To apply

Please apply online at <http://jobs.islington.gov.uk/disciplines> and fill out an application form. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **STA-HR-112023**

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

CVs will not be accepted.