



WILDGROUND FEDERATION

Crete Road, Dibden Purlieu, Southampton SO45 4JX

www.wildground.hants.sch.uk

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Executive Headteacher: Amanda Mullett

Senior Admin Assistant Job Description

Wildground Federation is an established federation of Wildground Infant and Junior schools including three resourced provisions and a nursery. Both schools are judged 'good' by Ofsted and 'outstanding' in early years.

A vacancy has arisen for a senior admin assistant with finance and recruitment responsibilities. The successful candidate should have good communication and IT skills.

We are looking for someone who:

- Is welcoming to all pupils, parents, Governors and visitors
- Has a sense of humour and a positive attitude
- Is patient and calm under pressure
- Is efficient and organised
- Has good communication skills
- Is able to use initiative and work proactively and independently
- Prioritises workload and manages own time effectively
- Works collaboratively with other colleagues in the admin team
- Can work in a busy school office whilst maintaining a high level of accuracy
- Skilled in maintaining personal and professional confidentiality
- Is effective and efficient in using administrative systems
- Willingness and ability to take on additional responsibilities allocated by the Bursar
- Has experience in the use of Microsoft Word and Excel
- Ideally has knowledge of financial systems such as Arbor and SAP
- Ideally has experience of school finances

Duties will include:

Admin

- Answering the phone
- Deal with general office enquiries including personal enquiries from parents and other enquirers
- Process correspondence
- Process daily task of ordering school meals and reconcile
- Prioritise requests from senior leaders for work to be carried out
- Take prompt action to alert senior leaders to particularly difficult/sensitive problems to enable appropriate and timely action to be taken
- Undertake welfare support to pupils including the provision of first aid
- Awareness of health and safety regulations

- Provide cover in absence of admin team

Finance

- Support the Bursar in the operational functions of financial administration
- Maintain an efficient filing system for all financial documents and contracts
- Process purchase orders, check receipt of goods and services, resolve discrepancies, ensure distribution of goods on receipt and deal with queries from suppliers
- Journal transfers to include transfer money between cost codes as required
- Research orders ensuring best value for money
- Raise invoices
- Debt control
- Weekly banking and allocation of income
- Lead on trip and event bookings, liaise with venue, organise transport, draft letters and manage payment collection
- Lead on music tuition fees: draft letters, manage requests and payment collection of termly music fees
- Lead on internal clubs: draft letters, manage requests and payment collection
- Produce reports as needed by SLT/Bursar
- Manage finance email inbox

HR

- Completion of recruitment procedures including, placing adverts, collating applications, organisation of interviews and all paperwork relating to this
- Completing all employment checks, following safer recruitment processes
- Check and input onto Payroll – SAP claim forms for: casual work, additional hours, supply, also travel and subsistence and training expense forms
- Manage recruitment email inbox