



Millais School

In pursuit of excellence

JOB DESCRIPTION/ROLE SPECIFICATION

Job title	Finance & Lettings Administration Assistant	Grade	WSSC Grade 4
Area	Finance & Lettings	Hours	37 hours per week Monday-Friday
Line Manager	Finance & Purchasing Officer	FT/PT	Term-time plus Inset days

Purpose

The purpose of the Finance & Lettings Administration Assistant is to process purchase financial transactions on the school's financial management system, to support the efficient and effective operation of the school under financial control procedures and to administer the Millais School lettings programme, for occasional and/or sessional use of school facilities by external hirers for income generation, to help support teaching and learning.

The role involves working with curriculum areas and departments to purchase services and supplies using 'best value' procedures, maximising the use of funds to deliver a high standard of teaching and learning across the school and to assist the school in raising revenue coordinating all community lettings and to promote the use of school's facilities for external hire that benefit the area and community in which the school is located.

Main duties

Financial administration and purchasing

- Liaising with curriculum and support staff with regards to processing stock and other requisitions against best value, the distribution of supplies and invoice authorisation
- Placing purchase orders, paying supplier invoices through the Bromcom Financial Management System
- Pursuing financial discrepancies with suppliers and contractors
- Assisting with invoice processing and recording income through the Bromcom Financial Management System, chasing debtors
- Maintaining stationery stocks and ordering academic diaries and headed paper
- Assisting with administration of ParentPay including depositing monies, issuing login details, resolving queries and providing for student and staff on duty entitled meals
- Assisting with general finance office administration including processing of travel and subsistence claims, scanning and filing of documents





Administration of the school fund

- Assisting the Finance & Procurement Officer with elements of the School Fund administration
- Collecting and accounting for contributions from students for curriculum books and materials
- Assist with providing lists of students on spreadsheets for events and trips
- Coordinating ticket sales for music concerts and other events
- Organising and collecting monies for non-uniform days and charity fund raising activities

Lettings: administration and support

- Administrator regarding tasks and queries received into the Lettings email inbox
- Managing customer bookings on the MIDAS lettings system, liaising with external customers as required
- Ensuring that the facilities to be hired are set up in accordance with the booking and reasonable expectations of the hirer, liaising with the premises team
- Assisting with the preparation and distribution of both digital and hard-copy communications to lettings customers and responding to correspondence as required
- Updating the billing list and producing monthly invoices for letting fees
- Maintaining the terms and conditions of hire, safeguarding and fire evacuation documents (for emergency evacuation routes, in consultation with the Premises team); liaising with the site team on emergency evacuation drills
- Liaison and support with administration tasks for Lettings that require specific arrangements that may include the Catering, Premises and ICTNS teams, e.g. regarding access codes for door, computers/IT/AV and gate security
- Assisting with the periodic review of processes and prices and updating the Midas system with rate increases
- Managing lost property for lettings
- Record keeping for:
 - public liability insurance
 - signed terms and conditions and fire evacuation documents
 - maintaining a list of regular customers - liaising with ICTNS to update the Millais website page for lettings
 - customer contact details

Reception Cover/Other

- To provide cover for Reception during the school day as part of a rota, if required
- The potential to be trained as a First Aider and provide cover when necessary
- Any reasonable request from the Headteacher and senior staff

Other Specific Duties and Responsibilities

- Establish and maintain a professional, enthusiastic and positive attitude and commitment to work with the team
- Develop constructive relationships and communicate with other agencies/professionals
- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students follow this example



- To adhere to school policy on equality and diversity
- To continue personal professional development as agreed and engage actively in the staff appraisal process
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- To comply with the school's Data Protection policy and understand individual responsibility for data protection
- To comply with the school's Child Protection and Safeguarding policy, reporting all concerns to the Designated Safeguarding Lead

Employees will be expected to comply with any reasonable request from the SLT to undertake work of a similar level that is not specified in this role description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and external agencies.

The school will endeavour to make any necessary reasonable adjustments to the role and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This role specification contains an outline of the role holder's principal accountabilities and is not intended to be exhaustive. This role has no financial responsibility for budgets or line managing people, but it does have responsibility for application of financial procedures on authorised purchase orders.

Competencies for the role and continued professional development (CPD):

- Planning and Organising
- Resilience and Self-Control
- Organisational awareness
- Concern for Quality
- Customer Focus

The role will be reviewed with the jobholder at appropriate intervals by the Line Manager, as necessary in consultation with the Headteacher of Millais School and the Governing Body.



Person Specification – Finance & Lettings Administration Assistant

Qualifications and Experience	Essential	Desirable
• 5 GCSE (Grade A*-C/5-9 or above) including Maths and	✓	
• A Levels		✓
• Bookkeeping qualification		✓
• Excellent communication and ICT skills	✓	
• Experience of using a Financial Management System or Accounts software	✓	
• Experience of working in a busy office or accounting environment, preferably in a school environment		✓
• Evidence of continuing professional development and willingness to increase level of responsibility in accordance with the changing needs of the school and the role	✓	
Knowledge and Skills		
• Numerically sound and accurate and capable of working with spreadsheets	✓	
• Able to demonstrate a high degree of honesty and integrity	✓	
• Good knowledge of Microsoft operating systems	✓	
• Knowledge/experience of BROMCOM FMS		✓
• Excellent skills in recording and reporting and maintaining accurate records	✓	
• Ability to work with an effective team	✓	
• A customer focused outlook and service delivery approach	✓	
• Ability to work under pressure, meet tight deadlines and pay attention to detail to produce a high standard of work	✓	
• High level of interpersonal and verbal skills with the ability to maintain a positive profile with students, staff and parents	✓	
• Understanding of school's policies and procedures	✓	
Personal Attributes		
<ul style="list-style-type: none"> • Committed to excellence • Confidentiality • A commitment to the safeguarding and welfare of all • Hardworking • Enthusiastic with a positive and optimistic outlook • Tactful, respectful and sensitive to the needs of others 		