



## Job Description

<b>Job Title</b>	<b>Admin Coordinator</b>
<b>Grade</b>	<b>Scale 5</b>
<b>Reports to</b>	Finance Partner
<b>Liaison with</b>	Headteacher, Finance Partner, Senior Finance Partner, Central Processing Team and School Office Staff
<b>Job Purpose</b>	To provide an effective and efficient clerical support to the Schools/Trust.
<b>Duties</b>	<p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• To assist with financial administration relating to orders, goods received notes and invoices.</li> <li>• Complete the relevant data required to adhere to the General Data Protection Regulations and lead on the annual GDPR audit.</li> <li>• Be responsible for the administration of lettings, liaising with the Caretaker and hirer as necessary, including requesting the issuing of invoices and collection of monies due to the Academy.</li> <li>• Maintain manual and computerised financial records to comply with financial audit requirements.</li> <li>• To carry out all financial administration in accordance with appropriate EFA and Academy financial regulations and policies.</li> <li>• Be responsible for overseeing the Academy Inventory is completed/updated in a timely manner.</li> <li>• Help to ensure the Academy is following 'Best Value' procedures.</li> </ul> <p><u>Clerical / Administrative</u></p> <ul style="list-style-type: none"> <li>• To assist with HR and Payroll administration such as sending up to date information to Vine HR and Payroll.</li> <li>• Issuing all correspondence in relation to recruitment.</li> <li>• To provide other general clerical support and typing/word processing as required.</li> <li>• Complete the school Census return in conjunction with Headteacher, Office Staff and Senco.</li> <li>• Completing Disclosure and Barring Checks for new employees, volunteers and updating checks every three years as per best practice guidance.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> </ul>

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Vine Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- To be supportive of the Christian ethos of the Church of England
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Finance Partner to carry out appropriate duties within the context of the job, skills and grade

## PERSON SPECIFICATION – ADMIN COORDINATOR

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of administrative work in a busy office environment Educated to NVQ Level 2 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of school financial policies and procedures Knowledge of H&S policy and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Have a wide range of financial and administrative IT packages.
<b>Communication</b>	Written	Ability to complete returns and financial information appropriate to the role
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff and pupils where appropriate
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational	Good organisational skills

	skills	Ability to work accurately with attention to detail
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Working knowledge and good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role