

# Durrington High School

## Finance Assistant

### JOB DESCRIPTION

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#### What is the purpose of the job?

- ◆ To provide a high quality service for the school
- ◆ Be able to implement and uphold school rules and ethos; being an excellent role model for students
- ◆ To work within our Finance Team in order to deliver an outstanding service to students and staff. This will involve working with a variety of stakeholders and performing a variety of appropriate and relevant administrative tasks.
- ◆ To be responsible for safeguarding and prioritising the welfare of children

#### What are the job particulars?

- ◆ DMAT Grade 4 scale point 14 (£17,681) pro rata actual salary £15,300 8.30am – 4.30pm Monday to Thursday 4pm Friday, plus training days and major school events i.e. Open Evening and Sports Day.
- ◆ Accountable to your line manager and ultimately to the Headteacher. The Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.
- ◆ This specification and the duties within it will be reviewed annually with your line manager/Headteacher.
- ◆ There may be opportunities/occasions where you will be working with other schools within the Trust

## Activities – what do you have you have to do?

- ◆ Promote and safeguard the welfare of children and young people at Durrington High School
- ◆ Maintain confidentiality at all times
- ◆ To be aware of and adhere to all school policies and procedures
- ◆ Confident to deal successfully and efficiently with a diverse community with a professional and positive ‘can do’ attitude
- ◆ Keep parents/carers/staff fully informed; being able to build effective relationships
- ◆ Assist with collection of any monies and distribution for the school and staff association
- ◆ Assist with collection of any monies and distribution for all activities associated with the schools fund raisers
- ◆ Be responsible under direction of the trip leader for coach bookings for all school trips ensuring best value, collection of monies and onward distribution
- ◆ Assist with stock control and ordering
- ◆ Assist with general administration and financial tasks as required

## Person Specification

Attributes	Essential	Desirable	How identified
<b>Physical and sensory</b>	Ability to work under pressure and manage time effectively Demonstrate robustness and emotional resilience in challenging situations.		Evidence will be taken from your application, interview and references
<b>Qualifications</b>	A good standard of education and IT skills including working Excel knowledge	Financial qualifications	Evidence will be taken from your application, interview and references
<b>Experience</b>	Successful experience of working with finance or similar office team.	Experience of working in a secondary school.	Evidence will be taken from your application & interview
<b>Training</b>	Willing to be responsible for your own professional development and to disseminate best practice to colleagues		Evidence will be taken from your application, interview and references
<b>Specialist knowledge</b>	Have a strong interest in caring for young people.		Evidence will be taken from your application, interview and references
<b>Leadership skills</b>	Be able to prioritise and ensure no important task is left undone. Be proactive, but know when to refer on.		
<b>Skills and qualities</b>	Proven willingness and capacity for hard work. An excellent communicator. Be extremely accurate, with attention to detail. Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. Highly motivated, clear thinking and principled. Committed to equality of opportunity. Be confident in using word and excel spreadsheets.		Interview Tasks References

