

## Finance and HR Administrator

*Competitive Salary depending on experience (FTE Salary £18,786 - £26,058 - Term Time only based on 39 weeks term time + 2 weeks)*

*Required June 2018. Earlier start date considered.*

- Do you want to play a key role in the founding of an exciting, new, and innovative all-through school?
- Do you want to move your career forward in an environment which nurtures talent and has huge scope for career progression?
- Do you believe all students have the potential to succeed at a top university given great teaching and the right school culture?
- Do you want to be part of a movement and team which will change history, exploding the myth that economic disadvantage should serve as an excuse for poor attainment?

As a brand new academy, One Degree Academy has been given a rare opportunity to raise standards of education in North London. Our Primary academy opened in September 2016; we now have Reception and Year 1. We aim to transform the lives of our students through our persistent and relentless focus on the small but important details and actions necessary to create the best school in the country.

We know that success and habits of excellence are achieved through perseverance and incremental improvement - 'one degree' at a time. This idea is at the heart of our school.

Our aspirations are simple and ambitious: through inspirational teaching, every One Degree student will develop the knowledge, attributes, and aspirations to succeed at university, enjoy a productive career, and lead a great life.

Every child will leave One Degree ready for a life of choice and opportunity. To achieve this, we are focused on 3 things:

- Supporting staff to provide outstanding teaching and learning.
- Developing attributes and habits in a caring and disciplined environment
- Raising aspirations through partnerships with world-leading businesses and universities

We are seeking to appoint an outstanding Finance and HR Administrator. This is an exciting and rare opportunity to help shape One Degree Academy from its beginnings and to be part of something profound.

We are particularly interested in a candidate's commitment to continual and incremental improvement - and in an unfaltering belief in the potential of every child - than in extensive experience. Whether you are an experienced administrator or someone seeking to enter this profession, you will play a key part in the academy's development.

As with our students, we want to grow and develop our staff, 'step by step': all staff receive weekly instructional coaching.

Every decision at One Degree Academy is made upon full consideration of the question "does this aid pupil learning?" This means that all of our developing systems are as simple, transparent and effective as they can be.

### **Successful candidates will have an opportunity to:**

- Play a key role in the founding of our new all-through academy;
- Take on leadership roles and responsibilities as we grow;
- Join an organisation and team utterly committed to staff development and growing great staff - step by step;

- Receive weekly instructional coaching and feedback, enabling rounded development as a professional

#### Successful candidates will:

- Have an unfaltering believe in the ability of all children to achieve
- A strong culture of high expectations;
- Welcome positive feedback and be committed to the idea of continuous improvement and self-development; and
- Have the skills and dedication to have a positive impact on the lives of our students and on the community of Enfield.

If being actively involved in the development of a new, all-through academy appeals to you, and if you share our passion for education then we would love to hear from you.

### Interested?

If you would like to apply for the post then an application pack can be downloaded directly from our [website](#).

Completed applications should be e-mailed to: [mynextjob@onedegreeacademy.org](mailto:mynextjob@onedegreeacademy.org)

Closing date for the receipt of completed applications is 23<sup>rd</sup> April

Interviews will be held during the week commencing 30<sup>th</sup> April

Early Applications encouraged - We will process all applications on a rolling basis.

We love welcoming visitors to One Degree Academy. If you would like to arrange a visit to the Academy site or should you wish to obtain further information regarding the Academy or the advertised post, please e-mail the Chief Operating Officer, on [jhowlett@onedegreeacademy.org](mailto:jhowlett@onedegreeacademy.org)

# One Degree Academy

## Job Description

**Post: Finance and HR Administrator**

**Responsible to: COO (Chief Operating Officer)**

**Salary: FTE Salary £18,786 - £26,058 - Term Time only based on 39 weeks term time + 2 weeks)**

### Main purpose of the post:

- To provide effective, efficient and high quality administrative support to One Degree Academy
- To support the Finance, HR and Data functions of the school to ensure the effective delivery of these functions.

To uphold One Degree Academy's **STRIVE** values:

**S - Scholarship:** Post holder will have a commitment to the idea that all young people, regardless of starting point, need or complexity can make outstanding progress, achieve 4 good A-levels, and gain a place at a Russell Group University.

**T - Teamwork:** Post holder will be committed to working with others to overcome difficulties. They will embody the idea that when one of us succeeds, we all do.

**R - Responsibility:** Post holder will be committed to instilling a sense of social responsibility in students and staff: we 'give back' to our immediate, local, national and global communities.

**I - Integrity:** Post holder will be committed to openness and honesty with the One Degree community in all aspects of their work and will encourage the same in others. They will be passionate about instilling these values in our students and staff.

**V - Value:** Post holder will work hard to promote the idea that our actions should add value to the world. They will work tirelessly to help students add their voices to the conversation of humankind. Post holder will see all students as valuable, regardless of complexity, need or starting point.

**E - Effort:** Post holder will be determined, hardworking and relentless in achieving the vision and instilling the values in our school. They will promote the idea that achievement comes step by step.

### Specific duties:

#### Administrative

- To be a key point of contact with parents, carers and other stakeholders
- To manage the reception area and main office of the school, ensuring a high-quality, positive, efficient service is maintained at all times
- To assist with pupil first aid and welfare, looking after pupils and liaising with parents and other carers
- To provide general clerical assistance to all staff at the school
- To maintain and update paper and electronic records, with an appropriate level of discretion
- To monitor and report on pupil's attendance and punctuality, in accordance with the Attendance Policy
- To provide general advice, guidance and direction to pupils, visitors and staff members
- To cover main reception as and when required
- To maintain the school website in conjunction with the Chief Operations Officer
- To access and action emails on a daily basis
- To undertake general reception and administrative duties, such as filing, answering the phone and when required

### **Finance**

- To manage the payment of invoices ensuring that purchase orders, delivery notes and invoices match
- To enter all approved invoices onto the computer system
- To check incoming stock and arrange distribution/storage of the same dealing with any queries arising
- To assist with school lettings, liaison with outside agencies, invoicing and calendar checking
- To support with appropriate storage and banking of cash
- To support with the maintenance of transparent, thorough records of all financial transactions through the computer system
- To comply with Financial Regulations

### **Personnel Role**

- To maintain and operate HR systems, including DBS checks.
- To maintain Staff files
- To assist with human resource enquiries from other staff members

### **Student Data**

- To maintain, operate and keep up-to-date the school's student record and management information systems

### **Pastoral Care**

- To contribute to the academy's excellent attendance levels by ensuring any pupil absence is swiftly followed up with each parent, every day
- To help promote and safeguard the welfare of all students
- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all students and to implement policies and procedures to foster them
- To ensure that a high standard of care and good order for all students is maintained through the development and implementation of behaviour systems

### **Other**

- Undertake and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake other various responsibilities as directed by the Principal

### **Culture**

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures
- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of student welfare and support
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

## Person Specification - Senior Administrator

Requirements	Essential (E) or Desirable (D)
<b>Education</b>	
GCSE Maths and English (grade A*-C) or equivalent	E
Right to work in the UK	E
Educated to level 3 or above	D
<b>Experience / Skills</b>	
Proven track record of school or other administration	E
Experience of finance	D
Experience of HR	D
Experience of communicating effectively in a wide variety of forms to a range of audiences	E
Understanding of financial systems or the ability to learn these quickly	D
Understanding of HR systems or the ability to learn these quickly	D
Understanding of school information systems or the ability to learn these quickly	D
Experience of working with the charitable/public sectors, and in particular experience of working within the education sector and / or young people.	D
<b>Behaviours and Attitudes</b>	
'Can do' attitude and willingness to support in all aspects of school life - often going 'above and beyond'	E
Genuine motivation to continually support the improvement in standards of teaching in the quest for outstanding student outcomes	E
Alignment with One Degree's vision and values and a strong commitment to delivering it	E
Pragmatic	E
Genuine belief in the potential of every student's ability to progress to a Russell group university should they chose to	E
High expectations of staff, students, and self	E
Action orientated, outcomes focused	E
Excellent and adaptable communication skills	E
Strong interpersonal, written and oral communication skills and an eye for detail	E
Takes personal responsibility for their own actions	E

Work collaboratively with colleagues to improve practice and outcomes for students	E
Ability to lead, enthuse and inspire others, bringing the best out of team members	E
Ability to think strategically but with an eye for detail	E
Commitment to the safeguarding and welfare of all pupils	E
Highly professional approach to work	E
The ability to thrive in a 'no excuses' culture	E
Drive to make things happen	E
A good sense of humour, energy and enthusiasm	E
Evidence of commitment to equality and diversity	E
An entrepreneurial style and desire to work in a dynamic work environment	E