

# Mary Webb School & Science College



## Administration Officer (Finance)



Pontesbury  
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[www.marywebbschool.com](http://www.marywebbschool.com)



## Dear Applicant

Thank you for your interest in our vacancy for Administration Officer (Finance).

In this pack you will find the following information:

- Letter from the Headteacher
- Advertisement
- Information about the school
- Job Description
- Person Specification
- Information on how to apply

Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for the administration officer (finance) vacancy within the school.

This is a demanding role that requires you to be a good communicator, have an interest in working in a learning environment and be able to stay calm under pressure and have a positive outlook and attitude towards young people.

We are seeking to appoint a flexible, well-organised person with excellent communication skills to provide support to the Business Manager in the school. The successful candidate will be joining an experienced and highly skilled administrative support team who work effectively as a team to ensure that the school's main teaching and learning priorities can be met successfully. The administration team all work together within a large office in the school.

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely

*P.J Lowe-Werrell*

Peter Lowe-Werrell  
Headteacher

## Advertisement



# Administration Officer (Finance)

**Required January 2021**

**Permanent**

The post is 37 hours per week, term time only plus 3 PD days and is Grade 7 (£11.50 - £12.69).

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint an Administration Officer (Finance) to join our successful administration team. The role covers a range of financial duties from ordering goods, invoicing suppliers and creating internal invoicing for external lettings, music and sponsors along with the undertaking of complex financial administration procedures. This role will also include the administration for projects in school i.e. Works Experience and Careers Fair.

Potential candidates are encouraged to contact the school to speak to the Business Manager, Ellie Evans. Further details and an application form are available on the school website. The school does not accept CVs.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

**Closing date: 12pm Monday 22nd November 2021**  
**Interviews to be held Monday 29th November 2021**



## Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the 21st century.

As a relatively small community secondary school of about 700 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every student receives personal attention.



The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum. Our Progress 8 score in 2019 was 0.06, with a number of students achieving GCSEs in English and mathematics at grade 4 or above being 73%. Whilst there were no formal exams, we were able to compare our student outcomes with over 260 other schools, using 4Matrix. This gave our unofficial Progress 8 score in 2020 as 0.19, with the number of students achieving GCSEs in English and mathematics at grade 4 or above being 75%. We are very proud of our students and the staff that work hard to support them achieve such good outcomes.

To view our latest Ofsted report from May 2015 please [click here](#).



To view our latest Ofsted report from May 2015 please [click here](#).

*"Students make **outstanding** progress"*

*"Teachers create positive, constructive relationships"*

*"Teaching is good and much is **outstanding**"*

*"Students behave well and are keen to learn"*

*"Arrangements for transition from the primary schools are **outstanding**"*

*"The school's work to keep students safe and secure is **outstanding**"*

# Job Description

## PRINCIPAL DUTIES & RESPONSIBILITIES

### Organisation

- Deal with complex visitor matters.
- Assist with first aid/welfare duties.
- Contribute to the planning, development and organisation of financial support service systems/procedures/policies.
- Oversee/administer trip finances.
- Supervise, train and develop staff as appropriate and provide personal, administrative and organisational support.
- Ensure compliance with internal and external bodies.

### Administration

- Accounts payable responsible for processing orders, purchase invoices and creating sales invoices using Sage 200.
- Assist with month end processes.
- Manage the manual and computerised financial record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Maintain filing systems in order to fulfil audit requirements.
- Respond to confidential correspondence under the direction of senior staff.
- Undertake the administration for school projects to include Work Experience and Career's Fair.

### Resources

- Operate relevant equipment/complex ICT packages (e.g. word, excel, Parent Pay, spreadsheets, internet).
- Manage and monitor stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Manage the shop within the school, revision guides/stationary etc.
- Undertake complex financial administration procedures.
- Manage and maintain the School Fund account, petty cash account and undertake monthly reconciliations.
- Manage expenditure within an agreed budget.
- Provide ongoing financial information to the relevant people.
- Manage lettings and associated income.



# Job Description Continued

## Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

## Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the Shropshire Career Pathway Safeguarding Job Description for school staff.

## Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the Shropshire Career Pathway Data Protection Job Description for school staff.

## Other Duties

- Any other duties that the Headteacher and Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## Review and Signatures

- This job description is subject to review by the Headteacher or Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Job Description and Personal Specification agreed by:

Post holder: .....

Signed: ..... Date: .....

Name of line manager: .....

Signed: ..... Date: .....

## Person Specification

Area	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• 5 GCSEs at C or above (or equivalent) including English, Mathematics &amp; Science</li> <li>• First Aid Qualification</li> <li>• NVQ Level 2/3 or equivalent, or have completed training of a similar standard</li> <li>• AAT Level 2</li> </ul>	<p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p>
Work or relevant experience	<ul style="list-style-type: none"> <li>• Some experience of administration support</li> <li>• At least 2 years experience of working in an educational setting</li> <li>• Ability to plan and organise effectively</li> <li>• Computer/keyboard skills</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> </ul>	<p>Yes</p>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Evidence of working well as part of a team</li> <li>• ICT and the willingness to update skills and undertake further training</li> <li>• Excellent oral and written communication skills</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Personal qualities	<ul style="list-style-type: none"> <li>• Self-motivated, enthusiastic, reflective</li> <li>• Flexible and reliable</li> <li>• Ability to maintain confidentiality</li> <li>• Willingness to develop skills with further training e.g. First Aid</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Special Conditions	<ul style="list-style-type: none"> <li>• Willingness to undertake a DBS (Disclosure and Barring Service) check</li> <li>• Willingness to undertake a first aid qualification</li> </ul>	<p>Yes</p> <p>Yes</p>	



## How to Apply

Applications should be made on the official application form which can be found by [clicking here](#) or visiting [www.marywebbschool.com](http://www.marywebbschool.com)

The deadline for applications is 12 noon on Monday 22nd November 2021, and we will be interviewing Monday, 29th November 2021. Please do not hesitate to get in touch with me if you have any questions or if you would appreciate an informal chat; I would be delighted to hear from you.

### **When completing the application form, please pay particular attention to:**

- The guidance notes on the front cover.
- Section 8, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications – a summary is not sufficient. Details of the institutions you studied at are required.
- Section 11, Further Details: Please limit this section to no more than 500 words.  
**In addition to the guidance provided, please outline why you wish to work within an educational environment and the skills and attributes you would bring to the post.**
- Section 16, References: The requirement for two employment references, one of which **must** be your current or most recent employer. Please include email addresses if possible.
- We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.
- All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

**Applications that do not adhere to the guidance above will not be considered along with incorrectly completed application forms.**

*You can send your application via:*

*Email to: [nmurray@marywebbschool.com](mailto:nmurray@marywebbschool.com)*

*Post to: Mrs N Murray, Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire, SY5 0TG*