



**THE AVON VALLEY SCHOOL
& PERFORMING ARTS COLLEGE**





Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

In our most recent Ofsted inspection (2017) we retained our categorisation as a 'Good' school. The report noted that:

- Senior leaders work very effectively as a cohesive and positive team
- Staff responses to Ofsted's online survey were overwhelmingly positive about all aspects of the school
- Leaders are very focused on raising pupils' aspirations and their cultural horizons.
- Pupils have very positive attitudes to learning.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Alison Davies, Headteacher



The Avon Valley School and Performing Arts College

Finance/Admin Assistant

Band F SCP 7-10 (£15,530-£16,700 Actual Salary)

Part Time – Permanent (30 hrs per week, 39 weeks per annum – TTO plus teacher training days)

Job Start: September 2023

The Avon Valley School is seeking to recruit an experienced Finance/Admin Assistant to join the Finance team at our school.

The Finance/Admin Assistant will work in close proximity with the Finance Manager on a daily basis. Much of the work required is highly confidential and therefore complete discretion is of the utmost importance.

The post holder will work under general instruction and guidance, undertake general financial administrations tasks that are mainly routine and are covered by established procedures, with the ability to prioritise their own workload.

They will be required to work Mon-Fri 8.30am-2.30pm TTO plus teacher training days.

Closing date: Wednesday 19th July 2023

(although we reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews to be held: Monday 24th July 2023

For further information please visit our website, email HR:

mpearson@avonvalleyschool.uk or telephone: 01788 542355. Please note we do not accept CVs without an application



The Avon Valley School and Performing Arts College

Job Description

Job Title: Finance/Admin Assistant

Accountable to:	Finance Manager	Line Managing:	N/A
Post type:	Full Time, 30 hours per week, (preferable working hours 8:30am - 2:30pm), 39 weeks per year (TTO plus Teacher Training days)	Salary/Grade:	Band F SCP 7-10 Actual Salary £15,530 - £16,700 (based on 30 hours per week)
Liaising with:	Parents/carers, staff, visitors, students		

Every member of staff is required to:

- Work towards and promote the vision, beliefs, aims and expectations of the school
- Support and contribute to the safeguarding of all students
- Undertake professional development activities to enhance personal development and performance
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff

Broad Description

- To support the Finance Manager, in order to provide effective Learning and Teaching through the provision of an excellent Financial service.
- Working under general instruction and guidance, general financial administration tasks that are mainly routine and are covered by established procedures, but is able to prioritise their own workload

Typical Tasks and Duties

- Inputting standard information to Finance system (FMS), supplier and customers in accordance with procedures. Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales
- Printing/Emailing Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as required
- To process Purchase Invoices into the accounting system (FMS) and ensure that these are authorised in accordance with the school finance policy before being passed for payment
- Preparing invoices for cheques run/BACS
- Investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received
- Dealing with queries from suppliers (including statements), debtors, budget holders and other School staff
- Maintaining high standards when managing confidential information, complying with the school's data protection procedures and legal requirements at all times
- Chasing overdue orders
- Assisting with end of year preparation and procedures
- Filing, archiving, photocopying, faxing etc. Maintaining filing system of financial reports
- Collect, count and record dinner money. Chase outstanding dinner debts.
- Receive and record other money on behalf of the school (e.g. trips) as instructed by the Headteacher/Finance Manager
- Day to day running of the school shop including tie stock take and monitoring sales of second hand uniform
- Use of Microsoft packages, to include Word and Excel



The Avon Valley School and Performing Arts College

<ul style="list-style-type: none">• Provide administrative support to a wide range of school staff, but reporting directly to the Finance Manager. May include letter writing and editing. Sending announcements to parents/staff via our online communications system etc.• Provide cover for reception on an ad hoc basis• Be willing to do first aid training and provide cover on an ad hoc basis• Trip administration to include chasing consent from parents, medication information, liaising with trip leaders, preparation of the trip pack etc.• To carry out other reasonable instructions of the Headteacher, School Business Manager the school Finance Manager and the School Trip Co-coordinator
Support to School
<ul style="list-style-type: none">• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with• 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, support 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• Assist with pupil needs as appropriate during the school day
Responsibility for others
<ul style="list-style-type: none">• The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety)
Responsibility for staff
<ul style="list-style-type: none">• The post has limited (or no) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees
Responsibility for budget
<ul style="list-style-type: none">• The post has some direct responsibility for and is accountable for handling cash, processing cheques, invoices or equivalent or is accountable for small budget
Responsibility for physical resources
<ul style="list-style-type: none">• The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information
Continuing Professional development
<ul style="list-style-type: none">• Take responsibility for personal professional development, keeping up-to-date with research and developments• Undertake any necessary professional development as identified• Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice
Additional Duties
<ul style="list-style-type: none">• Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies• Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).



The Avon Valley School and Performing Arts College

Person Specification Finance/Admin Assistant

	Essential	Desirable	Method of Assessment
Qualifications & Experience	<ul style="list-style-type: none"> Hold GCSE Grade C or above in English and Mathematics. Previous office administration and accounts experience. 	<ul style="list-style-type: none"> Experience of working within a school office environment. FMS experience 	<ul style="list-style-type: none"> Application form Application form
Skills & Knowledge	<ul style="list-style-type: none"> Good numerical ability and data entry skills. Good working knowledge of Excel including formatting, calculations and formulas. Excellent written and verbal communication skills. A proven ability to multitask. A strong team player with a clear commitment to the development of an effective and efficient department. Be able to use initiative to organise and take responsibility for necessary tasks. Excellent telephone skills including the ability to deal with both suppliers and all stakeholders. The ability to research and find answers to problems. Attention to detail. 		<ul style="list-style-type: none"> Interview Test
Personal Qualities and skills	<ul style="list-style-type: none"> Ability to co-ordinate and prioritise work. Operate office equipment. Remain calm in the presence of irate visitors and follow agreed guidelines for such situations. Be professional, confident, articulate, organised, efficient, discreet and flexible. Be able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive or exchange 		<ul style="list-style-type: none"> Interview



The Avon Valley School and Performing Arts College

	information on an everyday basis.		
Personal	<ul style="list-style-type: none">• Willing to utilise or learn new technology applications.• Able to recognise importance of security and confidentiality.• Able to work hours required or provide flexibility e.g. evening work or occasional additional hours if needed.• Enjoy working with children and young people.• Willing to undertake staff training and development courses, some of which may be outside normal working hours.		<ul style="list-style-type: none">• Application Form• Interview