



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





# 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.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

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.

Blake Francis,  
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH  
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

## Finance/Admin Assistant (Maternity Cover)

**Band E SCP 5 – 6 - Actual Salary £10,877 - £11,059 (based on 20 hours per week)**

**Part Time, 20 hours per week, (preferable working hours 10:00 am - 2:00 pm), 39 weeks per year (TTO plus Teacher Training days)**

**Job Start: TBA**

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

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 10.00am-2.00pm TTO plus teacher training days.

**Closing date: 9.00am Monday 8th April 2024**

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

**Interviews to be held: 11th or 12th April 2024**

For further information, the application form and job description, please visit our website, email: [recruitment@avonvalleyschool.uk](mailto:recruitment@avonvalleyschool.uk) or telephone: 01788 542355. Please note we do not accept CVs without an application form. Please note we do not provide working visas. Please send completed application forms to: [recruitment@avonvalleyschool.uk](mailto:recruitment@avonvalleyschool.uk) Please note, an online search may form part of this recruitment process following recommendations from Keeping Children Safe in Education (KCSIE) 2023.

*The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.*

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## Job Description

### Job Title: Finance/Admin Assistant (Maternity Cover)

<b>Accountable to:</b>	School Business Manager	<b>Line Managing:</b>	N/A
<b>Post type:</b>	Part Time, 20 hours per week, (preferable working hours 10:00 am - 2:00 pm), 39 weeks per year (TTO plus Teacher Training days)	<b>Salary/Grade:</b>	Band E SCP 5 - 6 Actual Salary £10,877 - £11,059 (based on 20 hours per week)
<b>Liaising with:</b>	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
- 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
- Filing, archiving, photocopying, faxing etc. Maintaining filing system of financial reports
- Collect, count and record dinner money.
- Receive and record other money on behalf of the school (e.g. trips) as instructed by the Headteacher/School Business 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
- Provide administrative support to a wide range of school staff, but reporting directly to the School Business Manager. Sending announcements to parents/staff via our online communications system etc.

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<ul style="list-style-type: none"><li>• Provide cover for reception on an ad hoc basis</li><li>• Answer overflow calls from reception</li><li>• Be willing to do first aid training and provide cover on an ad hoc basis</li><li>• Trip administration to include chasing consent from parents, medication information, liaising with trip leaders, preparation of the trip pack etc.</li><li>• To carry out other reasonable instructions of the Headteacher, School Business Manager the school Finance Manager and the School Trip Co-coordinator</li></ul>
<b>Support to School</b>
<ul style="list-style-type: none"><li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with</li><li>• 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</li><li>• Be aware of, support and ensure equal opportunities for all</li><li>• Contribute to the overall ethos/work/aims of the school</li><li>• Appreciate and support the role of other professionals</li><li>• Attend and participate in relevant meetings as required</li><li>• Participate in training and other learning activities and performance development as required</li><li>• Assist with pupil needs as appropriate during the school day</li></ul>
<b>Responsibility for others</b>
<ul style="list-style-type: none"><li>• The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety)</li></ul>
<b>Responsibility for staff</b>
<ul style="list-style-type: none"><li>• 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</li></ul>
<b>Responsibility for budget</b>
<ul style="list-style-type: none"><li>• The post has some direct responsibility for and is accountable for handling cash, processing cheques, invoices or equivalent or is accountable for small budget</li></ul>
<b>Responsibility for physical resources</b>
<ul style="list-style-type: none"><li>• The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information</li></ul>
<b>Continuing Professional development</b>
<ul style="list-style-type: none"><li>• Take responsibility for personal professional development, keeping up-to-date with research and developments</li><li>• Undertake any necessary professional development as identified</li><li>• 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</li></ul>
<b>Additional Duties</b>
<ul style="list-style-type: none"><li>• Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies</li><li>• Undertake any other duties as reasonably required by the Headteacher</li></ul>

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).*

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## Person Specification Finance/Admin Assistant (Maternity Cover)

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

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