**BIDDENHAM INTERNATIONAL SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

**Job Title:** Finance and SIMS (School Information Management System) Administrator

**Grade**: Level 3A (point range 5-7)

**Hours:** 37 hours per week, term time plus two weeks, including 5 training days.

 5 of the additional 10 days will be required during the summer break for

 annual GCSE and A Level exam results support.

 Working 07:30 to 15:30 Monday to Thursday; 07:30 to 15:00 Friday

**Responsible to:** Finance Manager and Data Manager

**Main Duties and Responsibilities -** To support the Finance and Data Managers, below:

**Finance Manager** - to work in collaboration with the Finance Manager on:

* Administration of the Parentpaypayment system used for school food, trips, events etc.
* Processing orders via SIMS FMS.
* Managing the payment of invoices via BACS, cheque and procurement card.
* Processing sales invoices and credit control.
* Managing external lettings.

**Data Manager** - to work in collaboration with the Data Manager on:

* Update and maintain assessment templates.
* Check mark sheets for completion and send reminders to staff.
* Check and print reports and ensure relevant documents are created and included.
* Update school dashboards.
* Subject choice options input.
* Setup and administer Parents’ Evenings.
* Assist with GL tests.
* Using the school’s information management system to access and update student records, make timetable changes, amend contact details and class changes.
* Sixth form bursaries.

**Other Duties may include:**

* Attend meetings and produce minutes.
* Make and receive telephone calls, send and receive emails.
* Word process documents, filing, photocopying.
* Facilitate home school communication through telephone, email and text.
* Cover for reception staff.
* In the absence of the PA to the Heads of Year, open and respond to School Enquiries emails and cascade to departments and staff.

**General:**

* To be aware of and comply with policies and procedures relating to child protection and safeguarding, including PREVENT, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
* Anything else that the Headteacher might reasonably request or is required to ensure the job is completed.

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**PERSON SPECIFICATION**

**FINANCE & SIMS ADMINISTRATOR**

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| **Attributes** | **Essential** | **Desirable** |
| **Education/****Qualifications** | * Educated to GCSE level with English and Maths at grades 9-5 (A\*-C) or Level 4 and above.
 | * Educated to degree level
* Educated to Level 3/A Level
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| **Experience** | * IT literate with experience and competence in using spreadsheets.
 | Experience of working:* in an administrative role
* in a finance role
* in a school
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| **Skills/****Knowledge/****Aptitude** | * Good IT skills including Microsoft Office, electronic diaries and calendars.
* Good interpersonal, communication and organisational skills.
* Ability to work to deadlines accurately and with attention to detail.
* Be a team player and able to use own initiative when required.
* Ability to cope with conflicting demands, deadlines and interruptions.
* Ability to present information in a logical, clear and concise format.
* Ability to maintain confidentiality at all times.
 | * Working knowledge of Google Docs.
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| **Motivation** | * Keen to learn and take on appropriate responsibility
* Willingness to be flexible.
* Willingness to undertake training as appropriate.
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