## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td><strong>Job Title:</strong> Finance and Data Apprentice</td>
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<tr>
<td><strong>Grade:</strong> GR2 Point 11 (Full-Time)</td>
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<tr>
<td><strong>Start Date:</strong> TBC (2 Year Fixed Term Contract)</td>
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### 1.0 JOB PURPOSE:

1.1 To support the general administration of the Academy Trust (Currently Hamstead Hall Academy and Grestone Academy) with particular responsibility for certain finance, data and administration functions and to work closely with the Data Manager in our continued drive to use data to raise standards. To assist in maintaining the pupil assessment and reporting systems, data records, produce pupil data and reports and provide support to staff in using data software.

1.2 To undertake a relevant programme of study towards an apprenticeship qualification.

### 2.0 DUTIES AND RESPONSIBILITIES:

2.1 To implement the agreed vision and aims of the Academy Trust

2.2 To set an example of personal integrity and professionalism

2.3 To be an effective team player

2.4 To follow all agreed academy trust policies and procedures

2.5 To work with budget holders across the Academy Trust to ensure compliance in the raising of purchase orders.

2.6 To process supplier invoices, ensuring they are correctly authorised and matched against purchase orders.

2.7 To resolve supplier queries and act as point of contact for suppliers.

2.8 To reconcile major supplier statements monthly.

2.9 To deal with finance and general office queries as required.

2.10 Work within the parameters of the financial procedures and regulations.

2.11 To count and prepare the banking of cash and maintenance of appropriate financial records in relation to income received.

2.12 Record and reconcile receipts from Parentpay.

2.13 To support the Office Manager with filing, photocopying, scanning, post and Reception duties when required.

2.14 To support the Data Manager in the development/maintenance of the academy’s management information systems to ensure that they are operating effectively throughout the academy.

2.15 Develop a working knowledge of BROMCOM to help support other staff.

2.16 To support the Data Manager by producing reports and carrying out straightforward data analysis.
2.17 To assist staff in the production of pupil reports within deadlines.
2.18 Maintain pupil records and BROMCOM database.
2.19 Liaise with teaching staff and other relevant staff in relation to pupil data.
2.20 Contribute to reviews and assessments of pupils within deadlines.
2.21 Attend meetings where appropriate.
2.22 To undertake any other administrative tasks related to the post.
2.23 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2.24 To ensure all tasks are carried out with due regard to Health and Safety
2.25 To undertake appropriate professional development including adhering to the principle of performance management.
2.26 To complete and pass the level of study commensurate to the post
2.27 To adhere to the ethos of the academy trust
  2.27.1 To promote the agreed vision and aims of the academy trust
  2.27.2 To set an example of personal integrity and professionalism
2.28 Any other duties as commensurate within the grade in order to ensure the smooth running of the academy

3.0 SUPERVISION RECEIVED:

<table>
<thead>
<tr>
<th>3.1 Supervising Officer’s Job Title:</th>
<th>Finance Manager</th>
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</thead>
</table>

3.2 LEVEL OF SUPERVISION

1. ______ Regularly supervised with work checked by supervisor
2. ______ Left to work within established guidelines subject to scrutiny by supervisor
3. ______ Plan own work to ensure the meeting of defined objectives

4.0 SUPERVISION GIVEN: (excludes those who are indirectly supervised i.e. through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
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- Use 1, 2 or 3 as in 3.2

5.0 SPECIAL CONDITIONS:

5.1 To be familiar with, and strictly observe, the requirements of Academy Trust’s:
- Safeguarding policy including Child Protection
- Health and Safety policy
- Staff Code of Conduct

5.2 Hours of work will be 36½ hours per week. Full – time.

6.0 LINE MANAGER:

The Post Holder will be responsible to the Finance Manager.
REVIEW AND AMENDMENT:

This job description is normally subject to an annual review. It may be amended at the request of the Head of School or the post holder after consultation.

Signed:____________________________ (Post Holder)

Signed:____________________________ (Executive Principal)

Date:____________________________

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful candidates.

January 2019
## PERSON SPECIFICATION

**Job Title:** Finance and Data Apprentice  
**Grade:** GR2 (Full-time) – (2 Year Fixed Term Contract)

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>EDUCATION/ QUALIFICATIONS</td>
<td>• Minimum of 5 GCSE grades A* - C including English and Maths or equivalent</td>
<td>AF/I</td>
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<tr>
<td>PERSONALITY AND DISPOSITION</td>
<td>• Pleasant manner</td>
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<td></td>
<td>• Self-reliant</td>
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<td>• Able to accept and act on instructions from line manager.</td>
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<td>SKILLS AND ABILITIES</td>
<td>• Knowledge of spreadsheets and databases</td>
<td>AF/I</td>
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<td>• Good standard of numeracy and literacy skills</td>
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<td></td>
<td>• Attention to detail and accuracy</td>
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<td>• Demonstrate accurate keyboard skills for data entry</td>
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<td>• Ability to assimilate information readily and speedily</td>
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<td>• Good written and oral communication skills</td>
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<td>• Good organisational skills and the ability to prioritise own workload to meet challenging deadlines</td>
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<td>• Understanding of the need for confidentiality</td>
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<td>• Patience and the ability to deal with a wide range of demands from a variety of people</td>
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<td>• Polite, pleasant and efficient telephone manner</td>
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<td>• Flexible attitude towards day to day tasks</td>
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<td>• Ability to work under pressure</td>
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<td>• Ability to work effectively as part of a busy team</td>
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- Ability to work with a minimum of supervision
- Actively supports change and responds to problems with a “can do” approach

**TRAINING**
- Willing to undertake job related training
- Appropriate training and development is fundamental to this post

**PHYSICAL REQUIREMENTS**
- Good attendance and punctuality
- Professional appearance.

**CONTRA INDICATIONS**
- Criminal convictions involving offences against children.

**Method of Assessment (M.O.A.)**
A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

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January 2019