**Atkinson House School**

**Clerical Assistant**

**Published: 5 July 2019**

**Closing Date: 9:00am, 12 July 2019**

**Salary: Band 4, plus 10 days**

**Required for: 1st September 2019**

From September there is an exciting opportunity to join our Administration Team as Clerical Assistant. We aim to appoint a Clerical Assistant who will support the Main Office and whole staff, as well as understanding and supporting students who have Social and Emotional Mental Health needs. We are looking for an experienced practioner who has a range of skills and experiences and who can join and compliment the new team.

Atkinson House remains Northumberland County Council’s only designated provision for pupils aged 11 – 19, with Social, Emotional and Mental health (SEMH). The school has always been designated to cater for boys and young men who travel into school from all over Northumberland. Our mission is to provide a high quality educational community which offers life-changing opportunities in a safe, creative and exciting environment.

Applications are invited from outstanding practitioners who has brilliant orgainastional and communicational skills, who is solution-focused, works calmly under pressure and who forms positive relationships with all stakeholders, including our students. You must also be able to demonstrate recent, successful impact within your current role.

The successful applicant will benefit from significant support from our Office Manager and Leadership Team. A personalised CPD package will be provided to support your transition into the school.

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**Organisation**

1. Deal with complex financial matters and procedures
2. Contribute to the planning, development and organisation of support service systems/procedures/policies
3. Organise transport for school trips/training events
4. Assist with the accountancy for income and expenditure
5. Process orders and invoices in accordance with approved financial practices including best value
6. Process internal recharges within the school budget e.g. copier costs
7. Issue external invoices for recovery of associated expenditure
8. Collection, checking and receipt of monies from students and staff for school-based activities
9. Assist with the day-to-day operation of the School Fund including paying suppliers, receipting income etc. Liaison with staff to monitor individual accounts.
10. Compilation of spreadsheets, processing financial information
11. Processing of internal recharges within the school budget: Reprographics, Examinations
12. Production of adhoc reports
13. Advise Finance Manager of any discrepancies/problems
14. To assist Finance Manager with month and year-end reports.

**Administration**

1. Manage manual and computerised record and information systems e.g. Finance Office word processing and maintain filing system for all financial procedures
2. Correct allocation to budget cost centres within the SIMS computer package
3. Checking of sufficient funds to designated budgets and that Financial Regulations have been met
4. Monthly checking and chasing of outstanding commitments
5. Assisting departments with ordering and providing financial advice.
6. Opening, receipt and recording of all invoices/delivery notes
7. Distribution of invoices to appropriate members of staff for checking and payment authorisation
8. Dealing with suppliers queries
9. Receipting invoices into SIMS package and chasing any outstanding returns on a weekly basis
10. Collation and payment of all invoices once correctly checked and authorised by appropriate budget holder.
11. Analyse and evaluate information and produce reports and information as required
12. Undertake typing and word processing and complex IT tasks e.g. handling specific County/school based record systems and databases
13. Prepare monthly lunch duty returns
14. Provide personal, administrative and organisational support to other staff when appropriate
15. Clerk to the Governors’ Finance Committee meetings
16. To deputise for the Finance Officer when necessary

**Resources**

1. Operate relevant equipment and complex ICT packages
2. Monitor and manage stationery stock within an agreed budget, cataloguing resources and undertaking audits as required
3. Implementation of a stock inventory of all school assets
4. Undertake research and provide information to inform decisions
5. Assist with the marketing and promotion of the school
6. Undertake complex financial administrative procedures
7. Assist with the planning, monitoring and evaluation of the school’s budget
8. Manage expenditure within an agreed budget
9. Processing of all school orders within day of receipt (except in exceptional circumstances)
10. Correct allocation to budget cost centres within the SIMS computer package
11. Checking of sufficient funds to designated budgets and that Financial Regulations have been met
12. Monthly checking and chasing of outstanding commitments
13. Assisting departments with ordering and providing financial advice.
14. Opening, receipt and recording of all invoices/delivery notes
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**Responsibilities**

  1.      Comply with and assist with the development of policies and procedures relating to:

a.       Child protection

b.      Health and safety

c.      Data protection

d.      Confidentiality

Reporting all concerns to an appropriate person.

2.      Support the school’s policies that ensure equality of opportunity

3.      Contribute to the overall ethos of the school

4.      Establish constructive relationships and communicate effectively with external agencies

5.      Attend and participate in regular meetings

6.      Participate in training and development as required.

7.      To undertake other duties and responsibilities as required commensurate with the grade of the post

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced criminal records check is required for this post.

Further information about the school can be found on our website.

An application pack, including an application form, is available by telephoning the school office, quoting the website vacancy number

Letters of application, (outlining the post(s) you are applying for, what skills and experiences you have to date that will make you the ideal appointment and why you want to work at Atkinson House School) along with completed application forms should be returned directly to the school by post and/or by e-mail, no later than **9am Friday 12 July 2019**. Successful shortlisted candidates will be contacted individually to inform them of their interview which will be held on **Thursday 18 July 2019.**

School Name: Atkinson House School

Full address: Pitt Lane, Front Street, Seghill.

Postcode: NE23 7EB

Tel.: 0191 2980838

e-mail: admin@atkinson.house

Website address: Atkinsonhouse@northumberland.sch.uk

Atkinson House School. sets high expectations for staff and learners in order to meet our mission and raise standards. We safeguard and protect our students and staff by being committed to respond in accordance with Local Safeguarding Board Procedures.

This posts are exempt from the rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

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**Welcome to Atkinson House…**

Atkinson House School first opened in September 2000, and we remain Northumberland County Council’s only designated provision for pupils aged 11 – 19, with Social, Emotional and Mental Health (SEMH). The school has always been designated to cater for boys and young men who travel into school from all over Northumberland. The whole ethos of the schools is based on care, responsibility and proactive behaviour management, where mutual respect is of prime importance.

The singularity of vision shared by staff enables us to provide the highest quality education and support for all our pupils.  Indeed, staff will always go ‘the extra mile’ to create a caring environment in which young people are encouraged to manage and overcome their difficulties within a climate that promotes curiosity and learning; enabling them to be the best they can be.  Our high expectations empower pupils to make outstanding progress academically, morally and socially.  In addition, we focus on their place in the community, encouraging their development into active and responsible members of society.

The website will give you some information about what we offer but the best way to get a ‘feel’ for Atkinson House School is to come and see for yourselves.  Please do get in touch to arrange a tour if you would like to come and see the school for yourself.

Should you decide that this post and that Atkinson House School is the right school for you then we would welcome your application by **9:00am on Friday 12 July 2019**. We ask that you complete the attached Application Form and write a letter, no more than two-sides of A4 outlining:

* Your experiences to date and how they meet the job description; and
* What will you bring to the role of Clerical Assistant that sets you out to be the best person for the post at Atkinson House School.

We wish you well and look forward to hearing from you.

W P Sampson

Head Teacher