Ladybridge High School
Job Description

Job Details	
Job Title	Finance & Admin Officer
Grade	Grade E SCP 11-17
Primary Purpose of Job	To provide finance and admin support to the school
Responsible to	Finance Manager
Principal Responsibilities	To undertake financial duties for the school using the Arbor Finance and Arbor MIS To provide a clerical service and admin support for the governors To support with HR administration as and when required

MAIN DUTIES	
Accounts Payable	
1.	Undertake the following using the school's Arbor Finance system; • Process invoices and credit notes accurately, querying any discrepancies • Ensure invoices are signed and authorised for proof of delivery and approved at the correct level of authority • Raise cheques and arrange BACS payments from the school's bank account • Complete monthly reconciliations ensuring Arbor balances to the bank statement • Ensure that departmental budget reports are run regularly and the school spending plan is up to date on Arbor
2.	Complete monthly reconciliation returns for the LA
3.	Deal with finance queries from staff, suppliers and LA colleagues by email, telephone or in person
4.	Process claims for petty cash ensuring receipts are issued and ensure expenditure and reimbursements are input on Arbor
5.	Assist with the completion and submission of forms and financial returns for the LA and outside agencies
6.	Ensure that the school is working within financial procedures, LA Audit guidelines and the Scheme for Financing Schools
Accounts Receivable	
1.	Collect, count and receipt money and prepare for banking
2.	Ensure school fund records are kept up to date and balance to the bank statements
3.	Check payments made via Arbor Payments software and reconcile all income received
4.	Keep detailed records for all school trips including the list of learners, payments made and amounts due

5.	Support parents/carers with queries by telephone, email or in person
Administrative support and clerking for the governors	
1.	Act as the Clerk to Governors for governors' committee meetings, extra-ordinary meetings, hearings and other meetings. • Liaise with the Chair of committee to prepare agendas for committee meetings. • Collate and distribute the papers for the meetings at least a week before. • Take notes at meetings for the preparation of minutes ensuring attendance is recorded and that minutes are documented accurately and objectively.
2.	Liaise with governors in relation to their representation on other committees, interview panels and hearings.
3.	Co-ordinate the process of elections for Parent Governors and Staff Governors.
4.	Produce detailed reports/information for governors as required and maintain records as appropriate.
Other Responsibilities	
1.	Comply fully with policies and procedures relating to child protection, health and safety, GDPR and data protection, confidentiality and customer care reporting all concerns relevant person
2.	Positively enhance the overall ethos, work and aims of the school.
3.	Develop and maintain constructive and professional relationships and communicate effectively with other agencies/professionals.
4.	Recognise own strengths and areas of expertise and use to advise and support others
5.	Set a good example in terms of personal presentation, attendance and punctuality
6.	Support with general HR administrative tasks such as arranging cover, induction packs, recording training and assisting with HR returns such as staff data forms.
7.	Provide back up support for other members of the Finance/HR/Admin team as required
8.	Attend and participate in relevant meetings

The post-holder will also be expected:

- ✓ To set a high standard of personal conduct and commitment
- ✓ To dress and act at all times as an example to the learners within the school and to create a professional image
- ✓ To comply with all school policies and procedures

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.

Version Control	
Job Description updated by:	Gaynor Chesterfield
Job Description updated:	September 2026

Ladybridge High School
Person Specification

Job Details	
Job Title	Finance & Admin Officer
Grade	Grade E SCP 11-17

Skills and Knowledge		Method of Assessment
1.	Effective use of ICT including Google Workspace	Application Form/Interview
2.	Working knowledge and application of relevant school policies, codes of practice and legislation.	Application Form/Interview
3.	Knowledge of the core function of the Governing Board	Application Form/Interview
4.	Advanced clerical and minute taking skills and the ability to provide administrative and organisational support	Application Form/Interview
5.	Advanced skills in the use of spreadsheets.	Application Form/Interview
6.	Ability to self-evaluate learning needs and actively seek learning opportunities.	Application Form/Interview
7.	Ability to communicate well with young people and colleagues at all levels.	Application Form/Interview
8.	Work constructively as part of a team, understanding school roles and responsibilities, and your own position within these.	Application Form/Interview
9.	Ability to persuade, motivate and negotiate.	Application Form/Interview
10.	Ability to organise, lead and motivate self and others.	Application Form/Interview
11.	Ability to work under pressure to meet deadlines.	Application Form/Interview
12.	To be able to initiate opportunities for self and others and to find solutions to ensure tasks are completed within specified timeframes.	Application Form/Interview
13.	Good verbal and written communication.	Application Form/Interview
14.	Ability to deal with confidential information sensitively and with discretion.	Application Form/Interview
15.	A working knowledge of the Arbor MIS and Arbor Finance or a willingness to learn and develop these skills.	Application Form/Interview
	Competencies Please note the school's competencies, which are considered to be essential for all roles, are in the attached Core Competencies document.	Interview

Personal Qualities and Beliefs		Method of Assessment
1.	Values diversity	Application Form/Interview

Personal Qualities and Beliefs		Method of Assessment
2.	Alignment with Ladybridge beliefs and mission	Application Form/Certificate
3.	Optimistic outlook – a belief that the work we do makes a difference to others	Application Form/Certificate
4.	Honest, reliable, open-minded, modest and full of integrity	Application Form/Interview
5.	Models Ladybridge WISDOM qualities of Respect, Commitment, Curiosity, Kindness, Teamwork and Resilience	Application Form/Interview
6.	Excellent time management skills	Application Form/Interview
7.	Good attendance and punctuality	Application Form/Interview

Experience, Qualifications and Training		Method of Assessment
1.	Holder of GCSE Maths and English qualifications grades A*-C or 9-4 or the equivalent.	Application Form/Certificate
2.	Previous experience in a similar role.	Application Form/Interview
3.	Excellent numeracy and literacy skills.	Application Form/Interview
4.	Willingness to engage in relevant training and development opportunities.	Application Form/Interview

Work Related Circumstances		Method of Assessment
1.	A flexible approach to working hours and available to attend evening meetings and events outside working hours as and when required.	Application Form/Interview
2.	This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.	Application Form/Interview

Stage Two
This will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Skills and Knowledge		Method of Assessment
1.	Previous experience of schools' finance	Application Form/Interview
2.	Previous experience of bank account administration and reconciliation	Application Form/Interview

Experience, Qualifications and Training		Method of Assessment
1.	NVQ Level 3, AAT or DSBM	Application Form/Interview

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Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others
Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies
Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity
Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care
The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety
Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality
Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty
Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours
The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding
This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.