

LETTINGS AND FINANCE ADMINISTRATOR

**Monday to Friday, 12pm – 5pm
Term Time plus 5 days**

**Salary – £25,979 - £28,770 FTE
Actual Salary – £15,190 - £16,822p.a.**

Commencing – ASAP

Are you an organised, proactive individual with a knack for customer service and a head for numbers?

Watling Academy is seeking a Lettings and Finance Administrator to join our team and help manage our fantastic facilities and financial operations.

As our Lettings and Finance Administrator, you'll support the Deputy Operations Manager in implementing our lettings strategy. You'll be the first point of contact for all lettings enquiries, providing tours, managing bookings and ensuring seamless customer service. You'll collaborate with our Communications and Marketing Coordinator to boost interest in our facilities, generate monthly invoices and keep records up to date. Your proactive approach will help gather customer feedback and improve our services.

On the finance side, you'll use your numeracy skills and attention to detail to raise sales invoices, manage debtors, and assist with monthly reporting. As part of the Operations team, you will support Academy colleagues with achieving best value, raising purchase requests, and managing budgets.

Watling Academy was judged as 'Outstanding' by OFSTED in May 2023 and is a purpose-built 11-18 secondary school in its fourth year of operation, located within the Whitehouse development on the western expansion area of Milton Keynes. The Academy will have 1800 students when at full capacity. Watling Academy is part of the Denbigh Alliance MAT.

The Denbigh Alliance has a track record of delivering academic success in subjects which offer students a real currency to progress into higher education or employment. We consistently outperform the Milton Keynes and national averages in terms of the results our students achieve. This academic success is built on the supportive, well-disciplined and dynamic learning environment we provide, which enables our students to focus on their studies. We believe that for a School to succeed there needs to be a genuine spirit of partnership between students, the School and parents.

We are a Maths Hub, Computing Hub and SCITT and amongst the best in the country in terms of raising standards, both within our Trust and in the schools that we support.

If you are interested in joining our team, please visit our website, www.watlingacademy.net, for more information and details on how to apply.

Application will only be accepted via My New Term - please do not send CVs.

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

E-mail: hr@thedenbighalliance.org.uk

Headteacher: Mr I Bacon

Closing date for applications: Monday 10th June 2024, 9am



JOB DESCRIPTION

Role Title	Department	Reports to
Lettings and Finance Administrator	Operations	Deputy Operations Manager

PURPOSE

The following job description outlines the main responsibilities of the job and is not an exhaustive list of all relevant duties. The Trust reserves the right to alter this job description at any time.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

Lettings

- Responsibility for supporting the Deputy Operations Manager with the implementation of the Academy Lettings strategy
- Work as the first point of contact for all lettings enquiries, ensuring queries from potential customers are addressed promptly and effectively, and that all customers receive an excellent service.
- Meeting potential new customers, providing tours of the facilities available.
- Ensuring all customers complete the necessary application paperwork, and appropriate vetting is undertaken provided to hire start and remains up to date and valid
- Manage the Lettings bookings calendar and waiting list.
- Manage the Lettings system, ensuring records are accurate and up to date.
- To generate monthly Lettings invoices based on agreed bookings, and process cancellations/amendments as necessary.
- Work with the Communications and Marketing co-ordinator to generate interest in Watling facilities and increase utilisation.
- Seek feedback throughout the year from current customers with a view to making improvements or addressing concerns with the assistance of the Site team where necessary.
- Monitor payment of lettings invoices and chasing where necessary, particularly when the payment terms have not been met.
- Ensure that communication in respect of the letting of the school facilities reaches all affected parties, for example teachers where room setup may be disrupted.

- Likewise ensure that any non-availability of facilities due to school events or emergencies is communicated to Hirers as quickly as possible.
- Ensure that the Site Team are fully aware of any letting arrangements in place and the requirements of them in respect of opening up, locking up, cleaning, moving furniture and security.

Finance

- To work within the mandatory guidelines within the Academy Trust Handbook and the Trust's Financial Procedures (Finance Manual).
- To raise sales invoices and manage debtors, escalating to the Deputy Operations Manager as appropriate.
- To support the Deputy Operations Manager and Trust Finance team with month-end and year-end processing and reporting.
- To support Academy colleagues with appropriate coding of purchase requests
- To support Academy colleagues with obtaining best value.
- To work with the Trust Finance team to ensure that suppliers are paid promptly and accurately.
- To assist with financial analysis and record keeping for grants, as required.
- Other general accounting and administrative duties as required

Other

- Attend and participate in relevant meetings as required.
- To provide absence cover for various ad-hoc duties as required
- Demonstrate knowledge, understanding and positively promote equality of opportunity.
- Support a positive culture throughout the organisation and adopts behaviours that exemplify the Trusts culture.
- Encourage the development of productive and collaborative working relationships across the Trust.
- The post holder will be required to undertake other duties and any reasonable instructions given by the line manager or the Trust.

PERSON SPECIFICATION**E – Essential / D - Desirable**

Qualifications/Education	<ul style="list-style-type: none">• GCSE Maths and English or equivalent qualifications at Grade C or above(E)• A finance qualification (D)
Knowledge/Experience	<ul style="list-style-type: none">• Two years previous experience within a Finance Administrator/Assistant role or similar role (D)• Previous lettings experience (D)• A desire to work in a busy education environment (E)
Technical/Business Skills and Training	<ul style="list-style-type: none">• Excellent organisational skills (E)• High levels of accuracy and attention to detail (E)• Fully proficient in Microsoft Outlook, Excel and Word (E)
Aptitude/Personal skills required	<ul style="list-style-type: none">• Exceptional communication skills, with the ability to build relationships. (E)• Flexible with the ability to meet deadlines (E)• Flexible to meet the needs of the Trust (E)• A keen, positive and enthusiastic team player who is approachable and amicable (E)

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;

- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: