



## **Extended Services Administrative manager**

<b>School:</b>	<b>St Joseph's RC VA Primary School</b>
<b>Hours:</b>	<b>6 hours per week, year round</b>
<b>Contract:</b>	<b>Fixed term until 31<sup>st</sup> March 2022, pending review</b>
<b>Start Date:</b>	<b>1<sup>st</sup> April 2021</b>
<b>Salary:</b>	<b>JG5: £22,182 pro rota</b>
<b>Actual salary:</b>	<b>£3,500</b>

We wish to appoint an Extended services Administrative manager who will be responsible for the administration work of the after school club. This is a wonderful opportunity to join the team at St. Joseph's school in Portishead. There will be an opportunity for additional hours during peak periods and we anticipate there being additional hours when we open our Pre- School in the Autumn.

Duties will include:

- Attend and participate in meetings with the School Business Manager, Head teacher & Governors to ensure the smooth running of the ASC.
- Support the School Business Manager and Head teacher to draw up an After School Club Development Plan and help monitor progress
- Ensure that parents and children's details are up to date and key information is passed to After School Club staff
- Working within the agreed budget, order appropriate supplies as necessary and present invoices promptly to the School Business Manager
- Maintain appropriate records for attendance and payment of fees as agreed with the School Business Manager, ensuring parents sign to indicate agreement with records.
- Collect all fees, completing all necessary paperwork (Parent Pay experience is therefore desirable).
- Inform the School Business Manager and Governors of any debtors in line with the agreed Arrears Policy
- Work with Business Manager and Governors to set up automated invoice/accounts management using business accounting software (e.g. Sage/QuickBooks)
- Ensure policies in relation to ASC are maintained
- Monitor training for ASC staff and keep up to date records
- Organise communications to parents via website, email etc. for ASC on behalf of staff/Head teacher as required

The successful candidate will be:

- A person who can use ICT to support and implement process improvement
- Enthusiastic and highly motivated with a commitment to progress
- An effective team member who is able to work closely with colleagues and governors
- Committed to promoting the highest standards of work with a flexible and adaptable approach to work priorities as well as an ability to steer a service/organisation through change
- Able to show integrity, reliability, ability to work unsupervised and ability to meet deadlines under pressure

The job description, person specification and application form can be found on the school web site:

<https://www.st-josephs.org.uk/web/recruitment/349736>

Please return your application by email to:

[office@st-josephs.org.uk](mailto:office@st-josephs.org.uk)

If you require any further information please don't hesitate to call the school 01275848367 or e mail at the above e mail address.

The school community of St Joseph's Catholic Primary is strongly committed to safeguarding the welfare of all its students and staff. Applicants are therefore asked to note that this post is subject to a DBS enhanced disclosure.

**Closing date:** Midnight, Friday 12<sup>th</sup> March  
**Interview date:** Week beginning 22<sup>nd</sup> March (interviews may be held via an online platform depending on COVID restriction)

**Address:** office@st-josephs.org.uk  
**Web:** [www.st-josephs.org.uk](http://www.st-josephs.org.uk)