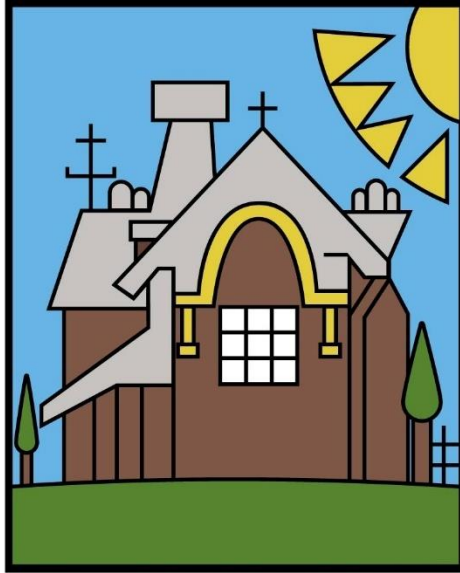




Dodford First School

Recruitment Pack

Finance and premises Administrator

WORCESTERSHIRE COUNTY COUNCIL
EDUCATIONAL DIRECTORATE



DODFORD FIRST SCHOOL
FOCKBURY ROAD
DODFORD
BROMSGROVE
B61 9AW

E-mail: office@dodford.worcs.sch.uk

Website: www.dodford.worcs.sch.uk

Headteacher: Mrs Jennifer Wakelam

Tel: Bromsgrove (01527) 831569

Dear Applicant,

Thank you for your interest in our vacancy as a Finance Administrator at our school. We are a small rural school set in the beautiful countryside. Our PRIDE values permeate throughout the school, and we are currently looking for the right person to join the Dodford family.

We are a good school and this was recognised by Ofsted in our latest inspection report where they stated: ***“Pupils very much enjoy their learning at Dodford First School. Staff know them as individuals in this small community. This helps staff to care for them and to make sure they learn well.”***

Community is at the heart of everything we do here at Dodford and we are looking for someone who is a highly organised professional to lead the school's financial planning, budgeting and reporting, working closely with the Headteacher and Governors to ensure effective use of resources. The role includes managing accounting and finance systems, preparing statutory returns and reports, supporting payroll and audit processes, and preparing for finance committee meetings. In addition, the postholder will provide essential administrative and operational support, ensuring compliance with financial controls, school policies, and health and safety requirements, while contributing to the smooth day-to-day running of the school.

The vacancy is for:

- 15 hours per week to be worked over 3 days (flexibility with days)
- Preferred start date is as soon as possible
- Permanent Post
- Scale 4 SCP 10 (PTE £12,012)

If you would like to find out more about our school, please visit our website:

www.dodford.worcs.sch.uk for our Facebook page:

www.facebook.com/profile.php?id=61577799950293

The process:

All applicants are required to complete the enclosed application form and sign it. Completed applications can be emailed to office@dodford.worcs.sch.uk CV's or any other application form will not be accepted. Applicants must include the contact details of two references. There must be at least one from your current or most recent employer. References will be asked for prior to interview for all shortlisted candidates, and we may contact any previous employer listed on your application to clarify information.

Shortlisting will be based on the applicants' suitability for the post, and we will use the job description and person specification in the recruitment pack. Please ensure your application suitably matches these requirements.

The closing date is 12 noon on Wednesday 4th March 2026. Shortlisted candidates will be contacted via email detailing the interview arrangements for Friday 6th March 2026.

Thank you for your interest and we look forward to receiving your application.

Yours faithfully,

Mrs Jennifer Wakelam (Headteacher)

Dodford First School



Job Description: Finance and Admin Officer

Grade: Scale 4

Reporting To

Headteacher

Job Purpose

- Provide support to the Headteacher on planning, forecasting and budgeting
- Responsibility for financial management and control, including accounting, records, financial operations, purchasing, invoicing and financial management information
- Financial reporting
- Responsibility for salary reconciliation and pensions
- Support the ambition of the school to expand its income by applying for grants, additional funding
- Undertake administrative duties to support the administration/finance processes appropriate to the post and to support the wider school if required.

Confidentiality

Demonstrate commitment and loyalty to the school. You will be privy to confidential information and are expected to respect the privileged position you have regarding information of a sensitive nature, whether to do with children, colleagues or school business.

Responsibilities, Duties and Tasks

Planning, forecasting and budgeting:

- Support and advise the Headteacher and Governors in the development of financial plans, in alignment with the School Development Plan and the forecast availability of resources
- Management of budget and forecasting software systems
- Support the Headteacher in providing budget and forecast reports for Leadership Team and Governing Body
- Submission of agreed budgets and forecasts in line with regulatory requirements and timetables
- Complete SFVS
- Use computer word processing, spreadsheet, and database software to prepare reports, emails and documents and communicate with parents/carers ensuring all communication follows school brand guidelines
- Provide secretarial and administrative support to management and other staff.
- Maintain the confidentiality of information and the security of office systems, records, files and equipment
- To be a point of contact for both telephone and face to face enquiries, taking messages where required.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and completion of visitor signing in system.

Financial management, control and operations:

- Management of school accounting and financial record systems
- Maintenance of appropriate and effective systems and procedures for financial control, in line with regulatory and audit requirements and agreed policies
- Raising invoices and chasing payment from wrap around care provision
- Place orders ensuring they are processed in a timely manner through the E5 finance system
- Ensure that all orders are best value

Financial reporting, control reporting and management information:

- Produce, obtain agreement to, and submit all financial reports and returns in line with agreed regulatory and internal timetables
- Producing trial balance at year-end to facilitate audit. Resolving audit queries (either directly or through others, e.g. HR team)

Payroll and Pensions administration:

- Carry out monthly salary reconciliation to ensure staff have been paid correctly

Stakeholder management:

- Produce reports for Governing Body and attend Finance Committee meetings
- Principle point of contact with all authorities

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, encourage and support staff in their development and training
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the School's Health and Safety Policy

Contacts:

In all contacts the postholder will be required to present a good image of the school as well as maintaining constructive relationships.

Notes/Guidance:

- This post is subject to a criminal record check
- The Head Teacher reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equalities Act
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy
- Your job description is not a comprehensive definition of the post and you may be required to undertake such tasks as appropriate to the level of your appointment, as the Head Teacher may require.
- You may be asked to attend training activities appropriate to the role you are undertaking.
- This job description may be subject to modification or amendment and will be done so after discussion with you.

Dodford First School as a Maintained School, all employees are employed by Worcestershire County Council. Dodford First School is therefore committed to WCC's policy to eliminate all forms of unjustifiable discrimination and to actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly as per the Equality Act of 2010.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	NVQ level 3 (or equivalent) Excellent numeracy and literacy skills Commitment and willingness to undertake further training, evaluation and development linked to this role	Financial qualifications
Experience	Experience of working within a school setting	Experience working in a school office
Practical Skills	Ability to demonstrate knowledge and use a wide range of ICT systems and packages Ability to interpret advice and Local Authority guidance and share with relevant stakeholders	Experience of using the Arbor MIS system Experience using E5 or financial package equivalent
Personal Qualities and Attributes	Ability to understand and relate well to children and adults Ability to work constructively as part of a team Ability to organise self and others Ability to motivate, persuade, negotiate and influence others Ability to identify own training needs and willingness to participate in training and development opportunities To comply with the School's commitment to the protection and safeguarding of children Demonstrate a warm and caring approach to our stakeholders and visitors in line with the nurturing ethos of the school Maintain a professional approach at all times, including when dealing with difficult/complex matters.	Ability to work to deadlines for audits and governor meetings

Financial Experience	Experience of financial administration in a school setting Experience of utilising the E5 finance system for both routine transactions and more complex matters such as budget setting and monitoring Management of Nursery funding Experience of reconciling salaries and producing finance reports Experience of reconciling petty cash	Experience of preparing School Fund accounts for audit Experience of working with the Head teacher to prepare financial documents for governors
Health and Safety	Knowledge of statutory health and safety requirements within a school setting Oversee the production of appropriate records relating to health and safety, e.g. fire safety records and statutory maintenance Arrange both reactive and proactive premises maintenance	Experience of supporting the Headteacher when advising on Health and Safety matters

Special Conditions

This post is exempt from the provisions of the Rehabilitation of Offenders Act and ALL convictions and/or cautions must be declared.

The post holder will be subject to an enhanced DBS disclosure and barred list check to satisfy child protection requirements.

At all times priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

We will contact past employers and explore any gaps in work history.

We reserve the right to carry out online searches via a search engine on applicants if we deem it is needed.

Dodford First 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.

We strongly encourage visits to the school.

Please contact Jennifer Wakelam, Headteacher, on 01527 831569 or at office@dodford.worcs.sch.uk to arrange a convenient time and date.

Closing date: 12 noon Wednesday 4th March 2026

We reserve the right to close this vacancy early if sufficient candidates
apply.

Interviews: Friday 6th March 2026