



### **JOB DESCRIPTION**

**Job Title:** Purchasing Assistant and Trip Administrator

**Responsible To:** The Bursar, via the Director of Operations

**Hours of Work:** Term-Time (includes Inset days at the start of each term) plus 10 days during the holidays by mutual arrangement with the Director of Operations. Normal working hours are 08:30 am to 4pm, with 1 hour for lunch.

#### **Main purpose of the job:**

The aim of the role is to provide administrative support to the Bursar's Office and other members of the Administration team, to liaise with budget holders throughout the School in respect of their purchasing requirements and to assist trip leaders with their requirements.

#### **Main Duties and Key Responsibilities**

- Acting as a link between teaching staff and the Bursar's Office
- Acting as first point of contact for budget holders wishing to make purchases from their budget and ordering these items for delivery to the School
- Assistance in respect of setting up WisePay entries
- Activities week and School Trip administration in support of the person responsible for its organisation
- Maintaining stationery supplies for teaching staff
- Maintaining Common Room noticeboards

#### **Purchasing Assistant**

- Being the first point of contact for budget holders who wish to make purchases from their budgets
- Comparing suppliers and placing orders for these products with a view to minimising the cost to the School
- Receiving invoices or proofs of payment from suppliers and ensuring these are signed by budget holders in a timely manner
- Ensuring a copy of signed and approved invoices are sent to the purchasing ledger clerk in a timely manner
- Ensuring ordered items have been delivered to the School and liaising with Porters to ensure these are distributed to budget holders

#### **WisePay and School Trip Administrator**

- Providing assistance to Trip Leaders in respect of setting up a trip on WisePay
- Liaising with Trip Leaders in respect of WisePay entries and contacting non-payers to chase for payment

- Coordinating with Head of Transport in respect of bookings for transport for trips
- Coordination of trip payments and other details with Bursar's Office

### **Activities Week**

- Providing assistance to the member of staff responsible for coordinating Activities Week
- Liaising with the Activities Week Co-ordinator in respect of WisePay entries and chasing non-payers
- Coordinating with the Head of Transport in respect of bookings for transport for Activities Week
- Coordination of Activities Week payments and other details with Bursar's Office

### **General responsibilities:**

- Maintain a clear and orderly working environment.
- Maintain a smart appearance at all times in keeping with the School's image.
- Set a good example in terms of punctuality and attendance.
- Participate in training, other learning activities and performance development as required
- Attend and participate in relevant meetings as required
- Undertake and document a performance review with the line manager in accordance with the School's performance management review process
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
- Maintain appropriate confidentiality according to the School and legal requirements.
- Contribute to the overall ethos, work and aims of the School
- Appreciate and support the roles of other professionals
- To have an awareness of the day to day issues within the School and ensure communication systems are effective between all relevant departments within the School.
- Promote equality as an integral part of the role and treat everyone with fairness and dignity.
- Carry out any other duties as may be reasonably required appropriate to the post
- Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the School.

## Person Specification

Requirement	Essential or Desirable?
<p><b>Qualifications/Education/Training:</b></p> <p>A good level of general education (including GCSE English and Maths)</p> <p>A commitment to continuing professional development</p>	<p>Essential</p> <p>Essential</p>
<p><b>Experience:</b></p> <p>General Office administration</p> <p>Experience of dealing effectively with colleagues and providers</p> <p>Experience of working in the school sector</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p><b>Knowledge</b></p> <p>Good knowledge of Microsoft Office Suite, internet and email.</p> <p>Knowledge of managing computerised databases such as iSAMS</p>	<p>Essential</p> <p>Desirable</p>
<p><b>Skills and Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Excellent written and oral communication and listening skills</li> <li>• The ability to work under pressure and to tight deadlines whilst maintaining a positive, professional attitude</li> <li>• Good organisational and time management skills with the ability to prioritise the workload</li> <li>• The ability to work on your own initiative and a part of a team</li> <li>• Ability to interact positively with providers and colleagues and develop and maintain productive working relationships.</li> <li>• Ability to research and analyse</li> <li>• Honesty and reliability</li> <li>• Attention to detail</li> <li>• Discretion and an understanding of confidentiality issues</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

<ul style="list-style-type: none"> <li>• Punctuality and reliability</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Enthusiasm, willingness and flexibility</li> </ul>	Essential

### Benefits:

Chigwell is a very happy place to work. The School provides a supportive working environment. Pupils are enthusiastic, well behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community. Benefits of working at Chigwell School include:

- A competitive salary
- Complimentary three course lunch and refreshments during term time
- Access to the School Pension Scheme
- Personal Accident Cover
- Death in Service Cover
- Employee Assistance Support Programme
- On site free parking and cycle rack
- Commitment to professional development
- Medical Centre on site
- Use of School Library
- A beautiful working environment- 100 acres site beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route.

### Applications

Applicants should complete the Support Staff Application Form which can be accessed directly from our website: [www.chigwell-school.org](http://www.chigwell-school.org) (Vacancies) and sent to the HR department: [hr@chigwell-school.org](mailto:hr@chigwell-school.org).

Applications will be considered upon receipt, therefore early applications are encouraged.

**Closing date:** 20<sup>th</sup> September 2019.

The School reserves the right to interview and appoint before the closing date.

**Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.**