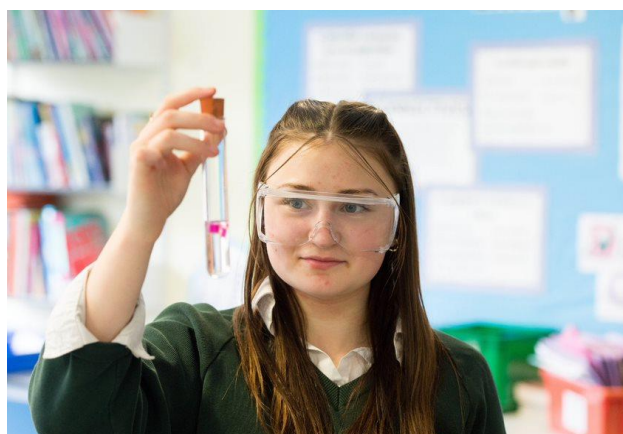


Candidate Information



Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

Clare Martin
Headteacher



KING JAMES'S SCHOOL
KNARESBOROUGH

Purchase Order Administrator

Full year

(we would be open to Term Time only (incl. Training Days), plus 2 weeks as an alternative to full year)

22.5 hours per week. Permanent
£14,611- £15,313 (actual salary for a full year contract)

King James's School and Boroughbridge High School Federation is offering an exciting opportunity to work as a Purchase Order Administrator within the heart of our vibrant, modern schools.

You will be able to work within a busy office environment to deadlines and will have knowledge of purchase ordering systems and Microsoft office programmes. You will require a positive telephone manner along with strong organisational and negotiation skills. Basic cash handling experience would be an advantage.

We take pride in our open, friendly ethos and are committed to high quality professional development. You will be directly supporting our Finance Manager as part of a highly supportive Business Services team. You will be predominantly based at King James's School but will be required to work at Boroughbridge High school on occasion.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post which will be arranged for the successful applicant.

Completed applications must be submitted via email to recruitment@king-james.co.uk and be received by 8.00am, Thursday 5th December 2024

Please note that CVs will not be accepted.



Information on the Finance Team

The Finance team lies at the heart of providing support for all colleagues. The team aims to provide a professional front line administrative function which services the whole school and focuses on quality and accuracy.

The team is well supported by the Business Services Team and falls under the management of the Director of Business Services.

The Finance service relies on the effort, dedication and accuracy of its team members in supporting both schools in a timely fashion. We anticipate the needs of those we serve and offer proactive and flexible solutions in a busy working environment and reply to requests for information in a timely manner. We are committed to excellence in everything we do.

How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire Council. This will be arranged for the successful applicant.

Completed applications must be submitted via email to recruitment@king-james.co.uk and be received by **8.00am, Thursday 5th December 2024**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date then please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.



KING JAMES'S SCHOOL
KNARESBOROUGH

Job Description

Purchase Order Administrator

Line Manager:	Finance Manager
Responsible to:	<ul style="list-style-type: none">• Finance Manager• Director of Business Services

Salary Grade :	NYC CD
Full Time/Part Time :	Part Time
Hours:	22.5 Hours
Full Year / Term Time Only:	Full Year OR Term Time Only (incl. Training Days), plus 2 weeks
Last reviewed	June 2017

Professional Responsibilities

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Headteacher or your Line Manager

Children's and Young People's Service

King James's School, Knaresborough

JOB DESCRIPTION

POST: Purchase Order Administrator	
GRADE: Grade CD	
RESPONSIBLE TO: Finance Manager/Director of Business Services	
STAFF MANAGED: None	
POST REF:	JOB FAMILY: 2
JOB PURPOSE:	To provide a financial support service to the Finance Manager and the school under direction. This role includes some basic finance duties including the costing of products and placing of orders to ensure value and accurately recording financial data on the Sage accounting system.
JOB CONTEXT:	Working within the busy environment of the Finance Office managing the purchase order administration for the school where excellent organisational skills are essential in order to deal with the variety of tasks that need to be undertaken. Finance understanding is desirable but full training can be provided. Enhanced DBS clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none">• Administrative and clerical duties with emphasis on the management and processing of purchase orders.• Order goods and services including online products.• Record and check financial information on the Sage accounting system.• Assist in preparation of reports as required.• Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors.• Assist teaching and non-teaching staff with queries.• Report concerns and obtain support for any issues raised.• Basic filling and checking of supplier statements.
Communications	<ul style="list-style-type: none">• Communicate effectively with other staff, Governors, budget holders, visitors, contractors, pupils and their families/carers as required.• Liaise with suppliers to negotiate prices and delivery dates.• Act as first point of contact in response to telephone and face to face enquiries.• Attend staff meetings and training days by agreement with the Finance Manager.
People/Resource Management	<ul style="list-style-type: none">• Participate in the schools performance management scheme.• Assist senior staff with budget preparation and revision as necessary.• Assist in monitoring the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Finance Manager• Undertake some administration of school accounts, including handling of small amounts of cash, collecting monies and payments of bills and invoices.• Assist in the induction of new employees

People/Resource Management (continued)	<ul style="list-style-type: none"> • Monitor stock levels, order office materials, equipment and services and check incoming orders • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report concerns to. • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	<ul style="list-style-type: none"> • Maintain computerised and manual pupil/staff records. • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person.
Data Protection	<ul style="list-style-type: none"> • Comply with King James’s School (KJS) and North Yorkshire Council’s (NYC) policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> • KJS and NYC aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the equality Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • KJS and NYC provide front line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with KJS and NYC Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • KJS and NYC require a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • KJS and NYC require that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	June 2017

PERSON SPECIFICATION

JOB TITLE: Purchase Order Administrator

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">• Knowledge of administration and office systems	
Experience <ul style="list-style-type: none">• Administrative experience• Experience of using a purchase ordering system• Experience of working with Microsoft Office	<ul style="list-style-type: none">• Cash handling experience• Experience of using a Sage finance system
Occupational Skills <ul style="list-style-type: none">• Computer literate• Good interpersonal and communication skills with the ability to build rapport• Good numeracy and literacy skills• Judgemental skills• Ability to work to deadlines and prioritise• Neatness and accuracy for data entry and invoice reconciliation	
Qualifications <ul style="list-style-type: none">• Literacy & numeracy qualification e.g. Level 2 qualification or equivalent	
Personal Qualities <ul style="list-style-type: none">• Attention to detail• Highly organised• Ability to work successfully in a team or on own initiative as required• Confidentiality	

<p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school’s policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that NYCC’s equalities policies are considered within the school’s working practices in terms of both employment and service delivery. 	

Note: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.