

Position of
**PURCHASING & FINANCE
ADMINISTRATOR**

Yarm School



YARM SCHOOL

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC



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THE POST

As a Purchasing & Finance Administrator, you will be responsible for providing crucial support to the Finance Department and the wider School. You will support the Finance Officer in the day-to-day financial operations of the school and you will play a key role in facilitating smooth financial processes within the school.

This post is a job-share arrangement with another member of staff. This role is required 8.30am to 4.30pm Thursday and Friday each week during the school term with 6 additional days to be worked during the school holidays as required by the Finance Officer.

The successful candidate must have experience using finance software, particularly purchase ledger and ordering systems. We require a high level of capability in the use of Microsoft Office software, particularly excel and word. It is essential that applicants can demonstrate a knowledge of financial systems and procedures and have good written and verbal communication skills as well as good numeracy skills. Accuracy is crucial for this role and we expect a high degree of attention to detail and neatness by the Purchasing and Finance administrator. The role requires strong organisational skills and the ability to work both alone and as part of a team whilst taking responsibility for ensuring deadlines are met and prioritising your own workload.

In addition to this the following experience and skills would be highly desirable;

- Previous experience in the education or charitable sectors
- Budget management skills

KEY TASKS

The Purchasing & Finance Administrator is the main point of contact for invoice and order enquiries for the school and is also responsible for receiving, recording and distributing deliveries across the school sites.

This post is part of the busy Finance Department. The Finance Department is responsible for the financial management of the school, providing a payroll, fee and budget monitoring service, alongside general financial and office administration. Excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken.

It would be impossible to produce an exhaustive list to form the Job Description for the Purchasing and Finance Administrator; however, the main responsibilities are outlined below. It is important that the school runs smoothly and there are times of the year when all hands to the deck are required. It would be assumed that the Purchasing and Finance Administrator could undertake reasonable tasks as required by the Finance Officer to

meet the needs of the School.

Purchase Ledger

- Process invoices and orders on a daily basis.
- Develop sourcing strategies for cost saving and strive for best value with every purchase.
- Promote robust and efficient financial procedures within the school.
- Entry of journals including internal charges, credit card expenditure, printing and stationery.
- Assist in the contract and licence renewal process and deal with licence adjustments as per business requirements.
- Support the Finance Officer in maintaining accurate financial records. Reconcile records to identify discrepancies and rectify errors.
- Support the Finance Officer in processing invoices accurately, tracking payments, and follow up on outstanding accounts receivable to ensure timely payments.
- Ensure deliveries are dealt with in a timely manner and distributed to the appropriate departments across the School, with assistance from the Estates Team.
- Undertake a weekly review of aged creditors and investigate discrepancies in a timely manner.

Budget Monitoring and Support

- Assist with the monitoring of the School's budgets ensuring that consideration is given to funds available prior to placing orders.
- Preparation of reports, spreadsheets and other documents as required.
- Assist with reporting to budget holders monthly on performance versus budget - particularly in relation to printing and copying and utility budgets.
- Produce monthly stationery journals and annual planner, exercise book and stationary orders.

Other Finance Duties

- To promote robust and efficient financial administration within the school.
- Carry out research, analysis and evaluation of data to assist in the preparation of reports.
- Assist staff with financial queries.

General Administration

- Provision of administrative, clerical and secretarial duties as required.
- Make appropriate decisions to problems/issues when they arise within the office.
- To assist with the development and updating of procedures, protocols and policy, ensuring that all financial transactions comply with the financial regulations of the School

Communication

- Ensure effective handover each week between the colleague working the other part of the week.
- Communicate effectively with other staff, Governors, visitors, suppliers, pupils and their families/carers.
- Professionally handle incoming calls, direct inquiries to the appropriate team members and follow up queries.
- Liaise with other departments, regarding financial matters as necessary, maintaining professionalism and confidentiality
- It is important that high standards of dress, presentation and telephone manner are maintained.

Training

- Attend staff meetings and training days and team meetings as required.
- 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.

THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

LOCATION

Yarm is a beautiful market town on the edge of the Teesside conurbation which enjoys easy access to both town and countryside, including the nearby North York Moors, Yorkshire Dales and stunning coastline. Opportunities for outdoor pursuits and exploration of all kinds are many and varied. Similarly, the cities of Newcastle, York and Leeds are within close range and provide much in the way of arts and culture. With superb rail network links in the town itself and nearby, London is also only 2.5 hours away by direct train.

The school is very much a part of the town, with pupils, staff and parents enjoying all that the buzzing High Street has to offer by means of shops and cafes.

BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff
- Staff receive a generous discount on school fees.
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%)
- Life assurance (death in service benefit of twice annual salary)
- Exceptional variety of high quality lunches, free during term time
- Dedicated on-site free parking
- Employee Benefits Scheme
- Cycle to Work Scheme
- Use of school gym outside school hours
- Discounted Auditorium tickets for School productions

CONTRACTUAL MATTERS

- Part time, fixed term contract to 31st August 2025, term time (35 weeks) plus 6 days to be worked in the holidays (pre agreed in advance)
- 15 hours/week to be worked Thursday and Friday, 8.30am - 4.30pm
- Band 4 of the Admin Scale (hourly rate £11.81 to £12.91), the Full Time Equivalent salary is £23k to £25k and the pro-rata salary (0.34 FTE) is £7.7k to £8.4k.
- Pension and life insurance is available for eligible employees
- Access to the School's Employee Benefit Scheme
- No smoking or vaping on the School site
- Free on site parking

CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview will be asked to submit a self-declaration form before attending the interview in which they will answer a number of targeted questions about any criminal history or information that would make them unsuitable to work with children. More information about this can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.

A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is a pupil-facing role and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children, and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.

SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)
[Vetting and Suitability Policy](#)

EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

APPOINTMENT PROCEDURE

Applications will only be accepted on the application form provided by the School. This should be completed electronically. All questions must be answered. The candidate may also submit a Curriculum Vitae if he / she wishes but this is not a requirement. Applications should be submitted by email with a covering letter explaining why the candidate and post are mutually suited.

APPLY

The application form is available on the [Yarm School website](#).

Deadline: Noon, Monday 22nd April

Shortlisted applicants will be invited for an interview in the following week. Due to the volume of applications that we receive we are unable to provide individual feedback.

All applicants must use the Application Form provided, together with submitting a covering letter to the School Manager, explaining why the applicant is suited to the post; CVs may also be submitted but are not a substitute for the Application Form. All applications must be sent via email to: finance@yarmschool.org

Yarm School
The Friarage
TS15 9EJ
01642 786023

