



JOB DESCRIPTION

- Job Title:** Purchase Ledger Administrator
- Responsible to:** The Bursar through the Director of Operations
- Hours of Work:** Monday to Friday 8.30 am - 5 pm term time (to include inset days at the beginning of each term) plus 20 days outside of term time to be agreed with the Director of Operations.

Main purpose of the job

To provide a comprehensive administrative support service to the Bursar's office and maintain a confidential approach to all work-related communications. The emphasis of the role is to maximize internal and external customer satisfaction, ensuring a professional and friendly experience.

Main Duties and Responsibilities

- To answer and respond to telephone and personal enquiries in a professional and courteous manner, answering all questions promptly and accurately.
- To liaise with others to ensure the authorisation of all incoming supplier invoices.
- To check all incoming supplier statements and obtain copy invoices when required.
- To enter authorized invoices on the purchase ledger system.
- To arrange payments by BACS/cheque/bank transfers of all supplier invoices on the appropriate due dates.
- To arrange reimbursement for authorised staff expenses claims.
- Filing of all invoices/payments.
- To record and enter the monthly catering transfer postings on to the general ledger system.
- Responsible for cancellation of cheques when appropriate.
- Responsible for maintaining the purchase ledger database.
- Sourcing and purchase of Stationery/Textbooks.
- Occasional lunchtime/sickness absence reception cover.

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?
Qualifications/Education/Training:	
<ul style="list-style-type: none">• Educational qualifications of a suitable quality and level	Essential
<ul style="list-style-type: none">• A commitment to continuing professional development	Essential

<p>Experience:</p> <ul style="list-style-type: none"> • Experience of working in a similar role • Experience of dealing effectively with colleagues • Experience of working in a school environment 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of iSAMS/databases • Knowledge of FMS and SIMS • Ability to use Microsoft Word, Excel, Outlook, Publisher and PowerPoint 	<p>Desirable</p> <p>Desirable</p> <p>Essential</p>
<p>Skills and Personal Attributes:</p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent written and oral communication skills • The ability to work under pressure and to tight deadlines whilst maintaining a positive, professional attitude • Good organisational and time management skills with the ability to prioritise the workload • The ability to work on your own initiative and a part of a team • Ability to interact positively with colleagues and develop and maintain productive working relationships. • Ability to process and interpret complex information • Meticulous attention to detail • Discretion and an understanding of confidentiality issues • Punctuality, reliability and honesty • Enthusiasm, willingness and flexibility 	<p>Essential</p>

Chigwell School is located in the picturesque village of Chigwell just 10 miles from central London and on the Central Line. Close to the edge of Epping Forest in over 100 acres of beautiful grounds. As well as being an academic school, it has a growing reputation, locally and nationally, for sport, music and drama. The School provides an all-round education to girls and boys from the ages of four to eighteen years (Pre-Prep, Reception to year 2, Junior School Years 3-8 and Senior School Years 9-13). Pupils are enthusiastic, co-operative and able, and colleagues get on well together. There is a well-developed sense of community.

Chigwell School is predominantly a day school but there are some 30 Sixth Form boarders who are mainly from overseas; from a dozen or so different countries. They add a real international flavour to the School community.

Further details can be found on the School website (see www.chigwell-school.org).

Salary:

Competitive

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 (Vacancies) and sent to the HR department: hr@chigwell-school.org.

Closing date: 23rd February 2020

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