



WOLVERHAMPTON GRAMMAR SCHOOL

Governance, Finance and Administration Officer

Contract/Hours of Work: Full time, Permanent,
9.00am - 5.00pm, Monday to Friday, Term Time
Only plus 1 week
Pay: £25,605 per annum (Actual Pay)

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join our award-winning, nationally recognised and forward-thinking School.



We are seeking a Governance, Finance and Administration Officer to join our support team.

The postholder will be responsible for supporting the effective day-to-day administration of the School's purchase ledger, serving as Clerk to the Governing Body and its committees, and providing high-quality administrative support to the Headteacher and Senior Leadership Team. The role will also oversee the Reception team and provide administrative assistance to the Estates and Development functions as required.

For more information about the School and to download an Application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 email: recruitment@wgs-sch.net



CLOSING DATE FOR APPLICATIONS: Monday 12th October at 9.00am

JOB DESCRIPTION: Governance, Finance and Administration Officer

Summary of the role:

To provide high-quality finance, governance and administrative support across the School.

The postholder will assist with the day-to-day administration of the School's purchase ledger, act as Clerk to the Governing Body and its committees, provide administrative support to the Headteacher and Senior Management Team, and line manage the Reception team. The role will also provide administrative support to Estates and Development as required.

Contract/Hours of Work:

Full time, Permanent, 9.00am-5.00pm Monday to Friday, Term Time Only plus 1 week

Pay:

£25,605 per annum (Actual Pay) £30,538 per annum (FTE) (Scale Point 30)

Line Manager:

Director of Finance and Operations

Key Responsibilities

Governance

- Act as Clerk to the Governing Body and its committees.
- Prepare agendas, meeting packs and supporting papers, and produce accurate and timely minutes.
- Maintain governance records, registers, declarations of interest and other required documentation.
- Monitor Director appointments, terms of office and training.
- Maintain the governance calendar and coordinate Director induction and training.
- Provide governance administrative support to the Chair, Headteacher and committee chairs.

Finance Administration

- Provide day-to-day administrative support with the School's purchase ledger.
- Process and code purchase invoices, ensuring appropriate authorisation and supporting documentation.
- Assist with supplier statement reconciliations and the resolution of invoice, purchase order and supplier queries.
- Assist with supplier payment runs and month-end processes.
- Maintain accurate financial records and provide wider administrative support to the Finance team as required.

Executive and Administrative Support

- Provide administrative and organisational support to the Headteacher and Senior Management Team.
- Assist with meetings, School events, communications and projects as required.
- Handle confidential and sensitive information with discretion and professionalism.

Reception Team Management

- Line manage and support the Reception team, including regular one-to-one meetings and performance reviews.
- Coordinate workloads, staffing arrangements and absence cover.
- Ensure Reception provides a professional, welcoming and efficient service.
- Support the recruitment, induction and development of Reception staff and the continuous improvement of Reception processes.

Estates and Development Support

- Provide administrative support to the Estates and Development functions as required.
- Assist with contractor, maintenance, compliance and health and safety records.
- Support Development events, communications, fundraising and alumni administration.

General Responsibilities

- Maintain confidentiality and comply with safeguarding, health and safety, data protection and other School policies.
- Promote and uphold the values and ethos of the School.
- Work flexibly and collaboratively in response to the operational needs of the School.
- Undertake other duties commensurate with the nature and level of the post.

Wolverhampton Grammar School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to appropriate pre-employment checks, including an enhanced DBS check.

PERSON SPECIFICATION: Governance, Finance and Administration Officer

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role:</i> • Experience of purchase ledger, accounts payable or similar financial administration. • Strong administrative, organisational and time-management skills. • Excellent attention to detail and numerical accuracy. • Strong written communication and minute-taking skills. • Excellent interpersonal and communication skills. • Good IT skills, including Microsoft Office. • Ability to manage competing priorities, work independently and use initiative. • Ability to handle confidential information with discretion. • Experience of supervising or line managing staff.	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role:</i> • Experience of clerking or governance administration. • Experience within a school or educational environment. • Experience of supporting senior leaders. • Understanding of governance requirements within the education sector.	Contents of the application form Interview Professional references

This job description is not exhaustive and may be reviewed to reflect the changing needs of the School.