

OFFICE & ACCOUNTS ASSISTANT



ABINGDON
HOUSE SCHOOL

VACANCY INFORMATION PACK



Abingdon House School, Porley



The role *at a glance*

Office & Accounts Assistant

- This is a full-time, in-person position
- The role will encompass a range of receptionist, administrative, and accounting duties
- You'll be based in Purley, South London
- You'll be reporting to the School Office Manager and working closely with the administrative team
- The salary is £28,765 - £30,222; depending on experience



Introducing *Abingdon House School, Purley*

Thank you for your
interest in our school.

Abingdon House School, Purley opened in September 2023 as a day school supporting academically-able students with a range of learning needs. Our small class sizes, integrated therapist provision, and specialist teaching work to reduce the impact of barriers to learning for our students.





Introducing *Abingdon House School, Purley*

We are part of the Cavendish Education Group.

We are part of the Cavendish group – a family of independent co-educational school and colleges for students with special educational needs between the ages of five and 21.

Through a student-centred approach to learning, Cavendish schools challenge common perceptions of specialist schools, with an approach that sits between mainstream and traditional SEN education.



Key responsibilities

The **main aspects** of this role are:

Administrative duties

- Input and maintain current and prospective student data on the schools MIS
- Maintain daily attendance registration and assist with following up student absences
- Prepare documents and school reports as requested by the Office Manager and other staff members
- Communicate with staff, students, and parents to answer questions, provide directions, and pass any messages on; including telephone and email correspondence
- Monitor the school's 'info@' email inbox when required
- Keep a log of student transport providers and liaise with them where necessary
- Handle sensitive information with discretion and follow established school policies
- Monitor stationery and staffroom supplies and stock control

Accounts duties

- Upload invoices on to Xero for payment
- Place supplies and consumables orders, in agreement with the SLT
- Invoice parents and Local Authorities on a termly basis, and chase up missing payments as required
- Provide Local Authorities with relevant information on invoices
- Reconcile school credit card transactions as required
- Manage utility and other service provider contracts



Key responsibilities

Reception duties

- Welcome visitors: Greet visitors warmly, ensure they sign in and out following safeguarding and security procedures, and issue visitor passes as required. Operate the electronic gate system, ensure security at all times
- Phone calls: Answer phones courteously, direct calls to appropriate staff members, take and redirect messages clearly, and provide information to callers
- Manage the front desk area: Ensure the reception area is manned at all times and liaise with the other members of the Admin team as necessary. Leaving the area secure, clean, organised, and presentable
- Mail and deliveries: Receipt of deliveries, including checking against orders and liaising with our Site Manager for distribution. Logging receipt of exam papers and liaising with the Exam Officer for secure storage and collection.

General duties

- Represent the school in a positive and professional manner at all times
- Take on shared health & safety responsibilities
- Build and maintain good relationships with staff and students
- Be aware of and adhere to policies and staff code of conduct
- Attend staff meetings and INSET days



Person *specifications*

This post would suit a **highly organised individual** who is great at **taking initiative** and **managing their own workload**. Our ideal candidate will have great **interpersonal skills** and be excited to create a welcoming and professional atmosphere in our school reception and beyond. You'll be able to show these **essential skills and requisite experience**:

- GCSE or equivalent level education
- Demonstrable customer service skills
- Excellent organisation skills, and an ability to prioritise your own workload effectively
- Proficiency in Google and/or Microsoft tools
- Commitment to safeguarding and promoting the welfare of students

In addition, these skills and experiences are **desirable**, though not essential:

- Experience working in a school office environment
- Accounting skills and experience



Role details & how to *apply*

- Working schedule: between 8-5pm (exact start and finish times to be confirmed)
- Benefits include workplace pension scheme, lunch provided daily when on-site, and a competitive employee assistance programme
- Opportunities for professional development and additional training as required

If you have any questions about the role or would like to apply, please get in touch with us: leyla.white@ahspurley.com. An application pack can be found on our website.