

Finance Payroll & Homestay Support

ACS Job Description

Support Staff in Schools Collective Agreement

KEY OBJECTIVE:

- To effectively coordinate/implement various strategies and aspects of the International Student policy at Aidanfield with particular focus on Homestay/accommodation requirements, invoicing FFP's.
- Work closely with the International Administrator and International team to ensure a high value high quality experience for each international pupil who attends Aidanfield Christian School.
- Establish and maintain efficient and effective systems and procedures across the homestay requirements, enrolment and finance to ensure ACs remain consistent with the 'Code' as a minimum benchmark.
- Provide invoices and receipt all international offers and oversee international student contracts.
- Work collaboratively with Finance team to ensure compliance and accuracy of invoicing, coding.
- Provide back-up cover to Payroll.
- Work as an effective and collaboratively team member.

Reports to:

Direct up: Principal and Deputy Principal/International Dean

Liaise with: Pastoral support, international education team, office/admin staff

Grade:

This role sits within the Work Matrix at Grade: 4; Step within grade based on experience and qualifications

Key Tasks	Outcomes
Perform all functions in a manner that supports the special Christian character of the school and maintains the culture of the school.	<ul style="list-style-type: none"> • Evidence of a consistent and purposeful support of the staff code of conduct, articulated values and expression of the school in all initiatives
Maintain personal well-being.	<ul style="list-style-type: none"> • Maintenance of support for the special character of the school. • Positive work-life balance is planned. • Open communication between yourself and the Principal (for clarity, issues should be discussed in a timely manner so as to facilitate solutions) where 'balance' is becoming challenged by work related expectations.
Remain up to date on Code administration issues and seek professional development where appropriate	<ul style="list-style-type: none"> • Principal is informed of relevant issues that need addressing and action required. • Approval for PD is sought as appropriate.
Home stay coordinator	<ul style="list-style-type: none"> • A list of home stay families is maintained and extended. • Homestay families remain current in terms of legal requirements, 'Code' and ACS expectations.

	<ul style="list-style-type: none"> • Homestay families have a point of contact for issues, questions and ongoing contact. • All relevant homestay checks and compliance are maintained. • Homestay visits are done as a pair for families not known to the school or for whom little is known.
International Homestay administration	<p>In partnership with other ACS staff involved in International programmes:</p> <ul style="list-style-type: none"> • Homestay email is monitored, action taken as needed and relevant messages forward to appropriate people. • Currency with the 'Code' is maintained and ACS complies with 'Code' requirements and expectations in relation to Homestay and accommodation requirements. • Accurate records and paperwork are kept for all elements of the role. • All records are kept secure on the school site and only on the school network. • Full cooperation with all and any auditing of International programmes/systems at ACS is evidenced. • Clear and effective liaison/coordination between all relevant parties is achieved.
International Enrolment process	<ul style="list-style-type: none"> • Offers of place letters and invoicing are accurate and sent in a timely fashion as confirmed by Principal. • Accepted offers are receipted and processed fully into KAMAR. • Teacher, team lead and HoS as well as IT informed of start dates. • Administration and tracking of international pupil and enrolment and their visa statement is accurate, timely and systematic. • Leavers are processed as and when the leave • MOE Enrol for international students is accurate and timely. • Accounting process for international students is complete through to Xero/coding/budgeting
Student welfare / pastoral care	<ul style="list-style-type: none"> • Take turn to hold the 24 hour contact phone on a roster basis by negotiation. • International students, parents and teaching staff have a clear communication path at ACS. • Information is communicated in a timely and suitable manner to relevant parties.

Maintain a structured, transparent and logical filing system of all school related information	<ul style="list-style-type: none"> • All files and records are stored on the school computer network system only. • Paper based filing is systematic, tidy and up to date. • Confidentiality and security is maintained at all times. • All files are retained for the required length of time. • All files are immediately and freely available on request of: Principal, Deputy Principal
Finance and Payroll	<ul style="list-style-type: none"> • All finance and payroll systems are adhered to • Data entry is accurate and timely • All delegated transactions are completed to a high standard
Administration of hours/timesheets	<ul style="list-style-type: none"> • An accurate timesheet is kept of actual hours used and returned to Payroll at the end of the week the hours are worked. Hours will vary dependant on International Student demand/enrolments
Keep Principal informed at all times of issues, changes and challenges	

Review date	Reviewed with	Next review	Signed

Position details:

- Permanent Part-time (some flexibility to time sheet extra hours based on the ebbs and flows of the homestay needed defined by enrolments and requests for homestay accommodation)

Person Specification

- Demonstrate a genuine willingness to support the special character of the school
- Ability to take initiative while working systematically and with empathy to homestay parents
- Work with a high degree of accuracy and understanding
- Have a warmth of personality that engages many types of people
- Be able to work under pressure and go the extra mile at pressure point times of the year
- Be computer savvy with the ability to learn and adapt quickly
- Sense of wisdom and maturity