Ysgol Trefonnen Church in Wales Community Primary
Ysgol Gynradd Gymunedol Yr Eglwys Yng Nghymru Trefonnen
Trefonnen Lane, Llandrindod Wells, Powys LD1 5EP
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Ysgol Trefonnen is an inspiring, nurturing and creative school that makes learning fun for all.
Mae Ysgol Trefonnen yn ysgol ysbrydoledig, gofalgar a chreadigol sydd yn gwneud dysgu'n hwyl i bawb.

FIXED TERM CLERICAL / ADMINISTRATION FINANCE GENERIC

12.5 hours per week, Monday to Friday, 2.5hrs per day - Term Time Only

Required from 1.1.27 – 31st August 2028 (in the first instance)

Salary: Grade 3, SCP 3 – 4 (£24795 - £25185 pro rata)

Ysgol Trefonnen is a dual stream, voluntary controlled, community focussed Church in Wales school for children aged 4-11 years; some of our children learn entirely through the medium of Welsh and some through English. However, all our pupils share the common experience of living and learning in Wales. Within the school building, we have seven classrooms, two pre-school Early Years groups (Welsh and English medium), two Welsh Government funded Flying Start settings, a beneficial Food & Fun Summer Holiday Club and hugely successful Community Fridge.

We are seeking to appoint a committed and conscientious Administrator who will embrace working in our dynamic and vibrant school office. The post requires excellent interpersonal skills in dealing with children, colleagues, parents and visitors along with a good working knowledge of administration.

The role will include a variety of administration tasks including reception duties and general administrative support for the Headteacher and staff. Applicants will need to be excellent communicators, well organised, and diligent. Knowledge of teacher centre, Parent Pay and finance would be an advantage but not essential as training will be given.

A friendly, welcoming manner as well as accuracy and attention to detail are essential, along with the ability to work on own initiative and to work as part of a team. Overall, this is a varied and busy role which will offer many different challenges and opportunities to learn and be involved with different initiatives.

Visits to the school are welcome and encouraged – please contact the school office on 01597822190 to arrange a visit.

Closing Date: 3.12.26
Shortlisting: 4.12.26
Interview: TBC

For an application form and job specification please telephone 01597826409, e-mail recruitment@powys.gov.uk or apply online at www.powys.gov.uk

CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Clerical / Administration – Finance Level 2 (Generic)**

Position Number: **SLF0191**

JE Code: **SCH23**

Service: **Schools**

Location/Work Base: **Ysgol Trefonnen**

(this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified)

Grade: **Grade 3**
Point 3 to Point 4
£25,614 to £26,016 per annum pro rata
£13.27 to £13.48 per hour

Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour

Contracted hours: **12.5 hours, Fixed term until 31/08/2028**

Reporting to: Headteacher & Governing Body

Responsible for: None

Summary

About the role:
Works under general instruction and guidance, undertaking financial administration tasks that are mainly routine, and are covered by established procedures, but prioritises own workload. Refers complex problems upwards. Role is mainly reactive but requires some initiative to be exercised. Specific training in the job or previous relevant experience, plus short induction required.

The post could be known as a finance assistant

If you have any questions about the role, please contact the school.

Your responsibilities will be:

Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).

Responsibility for staff: The post has no or limited direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.

Responsibility for financial resources: The post has some direct responsibility for and is accountable for handling cash, processing cheques, invoices or equivalent or is accountable for small budget.

Responsibility for physical resources: The post has some direct responsibility for physical resources, involving the careful, accurate, confidential and secure handling and processing of information.

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

Finance:

All schools: Collect, count and record dinner money.
Receive and record other money on behalf of the school (e.g. trips, voluntary contributions), as instructed by the Headteacher/School Admin Officer

In addition:

For schools running local bank account using SIMS FMS: Create orders and input invoices as authorised by the Head/Business Manager. Input petty cash transactions. Retrieve standard reports from the financial system system. Safe banking of cash.

For schools without local bank account using LEA financial systems: Create orders and prepare invoices for payment as instructed by the Headteacher/School Admin Officer, submit to LEA for processing. Keep imprest account up to date. Update budget-monitoring records.

Undertake other general clerical duties, as required and commensurate with the post (e.g. answering telephone and other enquiries, cover for reception, word processing documents, letters).

DBS:

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:

To co-operate with their employer and follow health and safety advice and instructions.

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Welsh Language Requirement:

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Knowledge

- Understands and can operate SIMS finance / LEA financial systems
- Understands and can operate within financial procedures.

Qualifications and Training

- Educated to at least GCSE/GCE level (or equivalent) in English, Welsh if required and Maths at grades A*-C or NVQ2 qualification or equivalent in relevant discipline

Personal Qualities

- Can produce spreadsheets.
- Can use word processing packages.
- Able to undertake work of a routine nature or work within established procedures but without close supervision. Can solve straightforward problems. Able to make some decisions involving the use of judgement.
- Able to develop and maintain good relationships with colleagues, parents, pupils and can gather, receive and exchange information on an everyday basis.

Skills

- Good numeracy skills. Able to maintain accurate and clear financial records

Welsh language skills are desirable

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 03/12/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 04/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on TBC

We wish you luck with your application.