



NTP Reporting and Finance Administrator

Salary

Attractive, plus benefits

Based

Wrexham, North Wales

Contract

Fixed term contract

Start date

November 2020

About Tute

This is a fixed term contract to 31st July 2021, however, could be extended beyond this date. Due to the current pandemic, this role will be working from home as our Wrexham office is currently closed.

What Tute does is simple: our team of qualified teachers deliver live, online lessons to schools, LAs (local authorities) and non-mainstream settings to fill gaps in the education of children young people.

Tute's teachers deliver lessons live in our safeguarded online classroom, providing a rich and flexible curriculum to Key Stages 1-5 in over 30 subjects. Tute teachers are real teachers delivering real outcomes to students across the UK, they just happen to do it online.

Tute is an approved Tuition Partner in the Government's National Tutoring Programme and is growing its team to meet demand. The NTP makes high-quality tutoring available to schools to help disadvantaged pupils whose education has been affected by school closures.

Tute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and contractors to share this commitment.

Working with Tute is exempt from the Rehabilitation of Offenders Act 1974 and therefore subject to possession of an enhanced certificate of disclosure issued by the Disclosure and Barring Service (DBS) and barred list check.

Tute adheres to the statutory safer recruitment procedures issued by the DfE (Department of Education).

Tute promotes policies of equality opportunity for both staff and students.

Tute creates equality in education by bringing the best teaching and learning to all children and young people. It is our expectation that everyone in our team supports our policy to treat all students, staff, and commissioning bodies fairly and equally.

The Role

The principal purpose of this role is to provide integral support to Tute's team and its customers through high-quality reporting so that our students receive the best education possible during their time with Tute.

This role involves the collation and analysis of quantitative data from numerous sources and converting into meaningful reports to ensure efficient and effective delivery and analysis of our business. Having a strong knowledge of Microsoft Office, especially Excel is essential to being successful in this role. Strong analytical skills and an innate ability to collate and interpret data is important, as well as is being a strong communicator both internally within the department and across the business with senior management. Reports must be timely and accurate in line with requested information, so being forward thinking and flexible, as well as structured, calm, and organised is vital to support the dynamic and fast-paced delivery of our services.

You will provide support the Finance Director and wider operations team on all finance matters and analyse data to enable the business to make quick and informed decisions, preparing, posting and understanding the financial data within the business. You will also be involved in collating the billing data from our customers.

Previous knowledge and application or (or a desire to learn!) Power BI and Flow software is advantageous to this role as collation of information into one central location is key to Tute as we continue to grow.

You will work closely with many areas of the business, reporting to the Business Manager but also having regular contact with the Head of Teaching and Learning and the Client Relationship Manager.

At times, you will also be required to support additional areas of the business for example, answering the phone, scheduling, or quality assurance, as instructed by the Business Manager.

Responsibilities

Set up and maintain reports

- Regularly checking progress trackers to ensure they are fit for purpose and formulas are functioning correctly
- Efficiently filing the progress trackers as per guidance documents
- Setting up folder structures on Tute's OneDrive system
- Compile attendance from Tute's platform, making necessary adjustments prior to 10am daily.
- Create and report on:
 - contact information
 - customers usage
 - student analyse
 - student surveys

Contact lists

- Maintain accurate list of:
 - customers and contacts
 - teachers associated to students
 - safeguarding contacts
- Maintain and collate marketing lists
- Maintain CRM details

Raising concerns

- Monitoring attendance for all students and raising concerns to NTP Manager and/or Head of T&L
- Monitoring student progress and engagement and flagging concerns to NTP Manager and/or Head of T&L

Customer communication

- Review meetings
- Attendance reports
- Marketing campaigns as required
- Sending and maintaining
- OneDrive links for school access to tracking

Teacher invoicing

- Checking invoices against lessons delivered
- Signing off completed invoice
- Submitting for payment to finance department

Finance

- Sales and Purchase ledger
- Raising invoices
- Bank reconciliation
- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc

General

- Any other duties set by Business Manager
- Adhere to safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children and young people

The Person

| Evidence shows that the candidate can or has: | Essential | Desirable |
|---|-----------|-----------|
| Previous administration experience | ✓ | |
| Excellent administrative skills | ✓ | |
| Experience of working in an education setting or a background in teaching | | ✓ |
| Understanding of online learning | | ✓ |
| The ability to communicate in Welsh | | ✓ |
| Outstanding demonstrable customer service skills | ✓ | |
| Prioritise and manage time appropriately, able to work under pressure and to deadlines | ✓ | |
| Actively listen to others' needs and feedback | ✓ | |
| Confident and assertive communicator across all mediums with a calm and measured approach | ✓ | |
| Attention to detail, task focus and accuracy and an ability to manage time and workload efficiently | ✓ | |
| Evidence of excellent planning and record keeping | ✓ | |
| Positive can-do attitude, optimistic when overcoming challenges, adversity, and changes | ✓ | |
| Highly committed and driven, with a desire to achieve and improve | ✓ | |
| Excellent record of attendance and punctuality | ✓ | |
| Knowledge of National Curriculum and examination systems | | ✓ |
| Excellent ICT skills, especially proficient in Office365 | ✓ | |
| Powerful written and verbal communication skills with the ability to converse with potential and existing customers who will often be senior management | ✓ | |
| Willingness to undertake an apprenticeship course relating to job role | ✓ | |

Application

Please complete the Tute application form on our website
We are happy to accept a separate letter in support of the application
in lieu of the application form's supporting statement

Closing date

13th November 2020



Happy to help

For an informal discussion, feel free to contact Carol Skitt,
HR, and Compliance Manager, who would be happy to
explain more about Tute and the role



recruitment@tute.com



0330 330 9751