

THORNHILL COLLEGE

JOB DESCRIPTION

POST TITLE:	Study Supervisor with Accounts and Administrative Responsibilities (Permanent / Part-time / Term-time (195 days) / 32.5phw)
GRADE:	NJC SCP 17-20: £32,046 - £33,673 per annum (Full-Time Equivalent) Actual salary payable <u>will be pro rata</u> in accordance with term-time working arrangements.
REPORTS TO:	The Principal through the Senior Executive Officer (Finance and Procurement)

JOB ADVERTISEMENT

The Board of Governors of Thornhill College wishes to appoint a suitably qualified and motivated individual to the post of Study Supervisor with Accounts and Administrative Responsibilities.

The successful candidate will primarily be responsible for supervising Sixth Form and Junior pupils during designated study periods, ensuring a safe, orderly, and productive learning environment. In addition, the postholder will support the College's Finance Office through the provision of accounts payable and finance administration services.

This is an excellent opportunity for an individual who enjoys working with young people and possesses strong administrative and financial skills.

JOB DESCRIPTION

Job Title:

Study Supervisor with Accounts and Administrative Responsibilities

Responsible To:

The Principal through the Senior Executive Officer (Finance and Procurement)

Job Purpose:

To supervise pupils during designated study periods and maintain an environment conducive to effective learning whilst providing financial and administrative support to the College, with particular responsibility for accounts payable activities.

Main Duties and Responsibilities

A. Study Supervision (Primary Responsibility)

- Supervise Sixth Form and Junior pupils during designated study periods.
- Maintain a quiet, orderly, and productive study environment.
- Take accurate attendance registers at the beginning of each study session.
- Monitor attendance, punctuality, and student engagement.
- Promote and enforce expectations regarding behaviour and conduct.

- Monitor and manage pupil sign-in and sign-out procedures.
- Oversee appropriate pupil movement within the College.
- Monitor the appropriate use of mobile phones and ICT equipment.
- Manage the issue, return and charging of study centre laptops.
- Ensure pupils comply with study centre rules and procedures.
- Undertake regular supervision and monitoring of study areas.
- Refer concerns relating to attendance, behaviour, welfare or safeguarding through appropriate procedures.
- Assist with examination invigilation and other supervision duties as required.
- Foster positive relationships with pupils whilst maintaining professional boundaries.

B. Accounts Payable and Finance Administration

- Support the day-to-day operation of the Finance department.
- Process purchase requisitions, supplier invoices, and credit notes accurately and within required timescales.
- Match invoices and supporting documentation and ensure appropriate authorisation has been obtained in accordance with the School's Financial Procedures Manual.
- Maintain accurate financial and creditor records within the Financial Management System (FMS).
- Reconcile supplier statements and investigate discrepancies, taking appropriate action to resolve outstanding issues.
- Liaise with suppliers and staff regarding invoice and payment queries.
- Assist with the preparation of supplier payment runs.
- Maintain financial records and supporting documentation to audit standard.
- Support procurement and purchasing processes, ensuring compliance with the School's Financial Procedures Manual and relevant procurement requirements.
- Prepare VAT claims, supporting schedules and VAT reconciliations, ensuring transactions are accurately recorded and supported for review and approval in accordance with the School's Financial Procedures Manual.
- Prepare and process financial journals and account reconciliations as required, maintaining appropriate supporting documentation.
- Assist with financial reporting, month-end procedures, year-end procedures, and audit preparation.
- Contribute to the continuous improvement of finance and administrative processes.
- Carry out all financial duties in accordance with the School's Financial Procedures Manual, Scheme of Delegation and any other relevant financial policies and procedures.

C. Administrative Duties

- Provide administrative support to the Finance Department and wider administration team.
- Prepare routine correspondence, reports, and documentation.
- Maintain accurate electronic and paper-based records.
- Respond appropriately to telephone, email, and face-to-face enquiries.
- Operate ICT systems in accordance with procedures.
- Undertake other duties commensurate with the grade of the post.

October 2026