

The Latymer School



Finance Assistant



Welcome

Thank you for considering applying for the role of Finance Assistant at The Latymer School, North London. We are seeking an exceptional candidate, who is eager to play a central role in supporting financial systems, reinforcing and developing the school's already strong position and supporting the financial systems in the school.

The Latymer School is a high achieving, selective grammar school with a great tradition of success. We aim to provide a first-class education for all students. In the academic year 2021/22 our GCSE results were outstanding, with 49% of students achieving a grade 9, 74% achieving level 9/8, and 88% achieving level 9/8/7. At A Level 34.3% of grades were A*, 70.1% were A*/ A, and 85.6% were A*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

As a school, we are clearly committed to developing pupils' intellectual abilities and celebrating academic achievement. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum. We provide a plethora of exciting and worthwhile extra-curricular activities in areas as diverse as music, drama, sport, and chess. Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by the prospect of teaching high ability groups. If you would like to find out more about the School we will be happy to arrange a visit prior to applying. We look forward to welcoming you to our community and receiving your application for the post.

Maureen Cobbett, Headteacher.





STAFF ONLY

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The Curriculum

We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating education and maintain the highest of standards within the formal curriculum. While an outstanding education is often regarded as a building block towards adulthood and future employment, we also believe that students should enjoy learning, and value the relationships they build throughout their years at Latymer.

Latymer is proud of its outstanding musical tradition, which still inspires a wide range of music making, mainly as an extra-curricular activity, today. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for outdoor pursuits and field courses in Year 7 and we take Year 9 to Conwy in North Wales and all

staff have the chance to accompany groups.

Our aim is to enable each pupil to develop his or her talents and interests to the full, while experiencing a broad and balanced curriculum throughout Years 7-11. Courses offered challenge pupils to develop insight and independence of thought through an active and problem-solving approach, which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12. Some pupils will continue with 4 subjects to A-level, but most will carry on with 3. The majority of Sixth Formers progress to study degree courses at universities, or other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top UK universities, including Oxford and Cambridge.

Pastoral Care

Every teacher takes responsibility for a form group, and stays with their form throughout their time at the School. Form tutors build close relationships with the students in their form group, but they will also be supported by Heads and Assistant Heads of Year. We pride ourselves on the quality of care we give to our students, and recognise that being part of an academic grammar school community can often be challenging. In light of this, we ensure that we support those children who find the academic standard demanding, as well as extremely gifted children.

Library and Learning Resources Centre

The School Library is a vital resource for teaching throughout the School. Some 17,000 volumes (which are constantly reviewed, 'weeded', and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is also a wide selection of periodicals. We are proud of the number of students from all year groups who use the library before and after school, during the day, and at break and lunchtimes.

Computer facilities include three computer rooms for general use, and another in the Technology area. All staff are provided with a laptop and the school has a wireless network throughout. All classrooms are equipped with interactive whiteboards.



The House System

The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11. Sixth Formers are in smaller pastoral groups with experienced tutors.

Ysgol Latymer Outdoor Pursuits Centre

In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well equipped centre accommodating one standard form group (32) and accompanying staff. Each year every Year 7 pupil has the opportunity to spend a week in Wales, taking part in a variety of outdoor activities. Our Year 9 pupils undertake a similar experience in Conwy, Anglesey. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. In addition, older students visit the centre for Outdoor Pursuits related to Duke of Edinburgh Award and GCSE PE. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.



Leadership and Governance





The Governing Body

Latymer's Governing Body is ultimately responsible for the performance of the School, setting its overall strategic direction and ensuring that the highest standards of education, safeguarding and financial probity are maintained. Our experienced and talented Governors bring to bear their considerable professional experience in business, finance, the law, information technology, and a range of other professions, to provide constructive support and challenge to the Headteacher and the Senior Leadership Team.

Further information about the Governing Body can be found on the school website.

Senior Leadership Team



Maureen Cobbett, BA French and German (Liverpool), NPQH, Headteacher. Maureen began her career as a languages teacher in a challenging state comprehensive school in Yorkshire. Having worked in a number of secondary schools in Northern England, she began her role as Head Teacher at The Latymer School in 2015.



Simon Pashley BSc Exercise and Sport Science (Exeter), Assistant Headteacher (Care, Guidance and Support). Simon took up his first teaching job at The Latymer School in 2001 and has worked at Latymer ever since. Having worked in a number of roles, he is now responsible for pastoral care and safeguarding.



Neil Grassick, BA Geography (Liverpool), NPQH, Deputy Head (Curriculum). Neil has taught in 5 very contrasting schools over nearly 30 years. He has been at The Latymer School since 2015 and is responsible for the curriculum and timetable, as well as leading the Heads of Department.



Nicola Kelsall, BA English Literature (Manchester metropolitan) MA English Literature (UWE). Assistant Headteacher for Teaching and Learning. Nicola began her teaching career at Latymer in 2007 and has had various roles at the school including Head of Learning and more recently Head of English.



Chris Wakefield, BSc Economics (Loughborough), Deputy Head (Sixth Form). Chris has taught at The Latymer School since 1997. He has always been involved with sixth form pastoral care and progression, and in 2007 he became Deputy Headteacher with specific sixth form responsibility.



Oriana Cornejo Gutierrez, BSc International Relations - (Manchester University), MSc Latin American Politics (UCL). Assistant Headteacher for Behaviour. Oriana began her career as a Politics and Spanish teacher in 2013. Since then, she has carried out various middle leadership roles such as Head of Politics and Head of Year 12/13 in schools in North London, and she joins Latymer as Assistant Headteacher for Behaviour in September 2023.

The Finance Department



The Finance Team



Thiaethri Kunaratnam, Director of Finance and Personnel.

Thia has over 15 years of experience in management roles within the schools' educational finance and operations. She has been at The Latymer School since September 2023 and is responsible for leading the school's finances and personnel.



Farzana Merali, BA Business Management, The Finance Officer.

Farzana has been working in the finance sector since 2001 and has accumulated over 20 years of experience. She graduated in Business Management and has held various roles in finance. Farzana has been at The Latymer School since 2021, bringing a wealth of knowledge to our finance team.



Karen Dednum, School Trip Administrator.

Karen has a wealth of experience having worked in seniors schools for over 14 years, focusing on Finance and HR. The aspect of role she most enjoys is the interaction with the students, without the pressures of teaching. Karen has been at Latymer School since October 2023.



Staffing & Accommodation

The Finance Office is large light and airy space with three finance work stations and a fourth desk occupied by the Director of Finance and Personnel.

As a busy office, we work to help students and teachers on a day to day basis. Good team work is required to process large numbers of transactions and monitor the school finances and budgets.

All members of the team have modern computers and two screens are provided to help with data input.

Where possible we have moved to paperless working to save on filing space, costs and to help the environment

Job Description

Purpose and duties of the job: The efficient and effective provision of finance services as required by the school, in accordance with all current internal and external auditing regulation and guidelines.

You will be line managed by the Director of Finance and Personnel.

The purpose of the role is to offer a variety of administrative services, the role serves to support the smooth and efficient operation of the school finance department. As a member of the finance team, you will contribute to improve the schools needs by attending to the departments and the day-to-day operations of the school. To encourage the greatest levels of performance in all areas relevant to the position inside the school.

Key Skills and Duties:

- Processing purchases orders and invoices, expenses and transactions, set up new suppliers and dealing with supplier payments queries.
- To assist with the annual finance and audits
- Assisting with weekly BACS run and ad hoc Bankline payments.
- Weekly bank statement reconciliation and occasional visit to bank for deposits and withdrawals.
- Dealing with student requests at the Finance Office Window.
- Trips - financial support to include trip finances check, help staff with invoice payment deadlines, reconciliation of trip expenses and income received from parents and maintaining trip spreadsheet.
- Assist the Director of Finance and Personnel with quarterly funding claim from Foundation.
- Process recharges to external bodies such as Latymer Parents Association.
- Monitor use of school credit card and reconcile expenditure to monthly statement.
- Monitor spend against specific donations and grants.
- Preparation of sales ledger invoices and ensuring payment received.
- Processing monthly lettings income statement from School Hire.
- Monthly recharges of photocopying charges to departments and reconciliation of student printing usage and payments
- Update of Finance System with new budget
- Assisting the Director of Finance and Personnel with payroll tasks including absence reporting, overtime claims and monthly payroll journals.
- Administration of student locker keys, ID cards, coaches for PE fixtures, charity donations and house competitions, school Christmas dinner payments and other ad hoc as required.
- Other general finance duties, e.g dealing with finance post and inbox, check supplier statements, maintain finance filing, helping parents with queries.
- Managing the income and expenditure of each financial project, i.e. capital analysis, EHCP and grants, etc.
- To adhere to the school policies, procedures, and financial legislation.

The Person



Person Specification

Criteria	Essential	Desirable
Knowledge / Skills (Assessed by: (A) (I) (C))	<ul style="list-style-type: none">• Ability to work independently and have strong organisational skills.• Be emotionally resilient and to be able to work in a challenging environment.• Excellent IT skills especially in Excel and Word.• Exceptional attention to detail.• Good interpersonal skills.• Effective verbal and written communication.• Ability to prioritise own workload and work to deadlines.•	<ul style="list-style-type: none">• Previous experience in a finance related role.
Personal / Other Relevant Attributes (Assessed by: (A) (I) (C))	<ul style="list-style-type: none">• Commitment to the maintenance and improvement of quality service provision.• To achieve goals and targets.• Ability to work under pressure and meet deadlines.• Set consistently high experiences of self and others.• Self motivated.• Ability to be on the experience, advice and contributions of others.• Ability to be flexible and adaptable.• A commitment to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges and developing new skills.• Resilient and determined to achieve goals and targets set by the Director of Finance and Personnel.• Commitment to the highest standards of child protection.	

Person Specification to be continued:

Criteria	Essential	Desirable
Commitment to Safeguarding Children (Assessed by: (A) (I) (C)	<ul style="list-style-type: none">• Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.• Displays commitment to the protection and safeguarding of children and young people.• Values and respects the views and needs of children and young people.	
Education (Assessed by: (A) (I) (C)	<ul style="list-style-type: none">• Educated to A Level or equivalent.	
Experience (Assessed by: (A) (I) (C)	<ul style="list-style-type: none">• To maintain continuing compliance and adherence to policies, procedures and codes of practice and awareness of relevant legislation.	<ul style="list-style-type: none">• Previous experience of successful work in a school, sixth form or college.• Experience of using IT applications.• Experience of using SIMS or similar.

Application and Appointment Process

How to apply.

To find out more about The Latymer School please do take a look at the website at www.latymer.co.uk or contact the HR Administrator, Miss Walker (walkerK@latymer.co.uk) to arrange a visit or answer any of your questions.

If, after reading the information, you are interested in joining us please create an account at [mynewterm](#) and apply.

Closing date for application is:
10am on Friday 12th July 2024

We reserve the right to shortlist and interview strong candidates on receipt of application and make appointment to the post before the closing date.

