



Kingston
Educational
Trust

Candidate Information Pack

Payroll & Finance Officer

Permanent – Term Time Only Plus 4 Weeks
Immediate start



Payroll & Finance Officer

Kingston Educational Trust seeks an ambitious and experienced Payroll & Finance Officer to work with the Finance Manager to provide an efficient and accurate finance service to all school stakeholders across the Trust.

We invite applications from candidates with the following attributes for this role:

- Previous experience working in a similar role;
- Strong attention to detail with high levels of accuracy;
- Good organisational and workload management skills;
- Good communication and interpersonal skills.

More details on the person specification are provided at the end of this document.

Application Process

Applicants are required to visit The Kingston Educational Trust website where they are able to submit their application using our recruitment portal.

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- A Finance Officer in-tray exercise;
- Interview with Executive Director, Finance Manager and Director of Finance.

Safeguarding and Safer Recruitment Statement

Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Equal Opportunities

At The Kingston Educational Trust, we believe that diversity enriches our school community and enhances the educational experience for all. We are committed to creating an inclusive environment that respects and celebrates the unique background, perspectives, and talents of our staff and students. We welcome applicants from all walks of life and are dedicated to providing equal opportunities for everyone. Join us in fostering a culture of diversity and inclusion where every individual is valued and empowered to thrive.



Letter to Candidates from Ms Sophie Cavanagh, Executive Director Kingston Educational Trust

Dear Candidate,

Thank you for your interest in Kingston Educational Trust (KET). I am delighted that you are considering joining our accomplished Central Operations team in the pivotal role of Head of People. The opportunity to share in the architecture of a new Multi Academy Trust and be integral in its delivery at a strategic level is unique.

I am looking for a candidate who will assist me in ensuring that, as the trust develops, we remain true to the core values of the Trust of excellence in all that we do, educating the whole child and being fully integrated in and responsive to the needs of our local community.

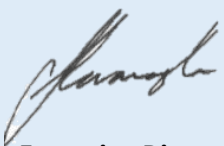
You will join us at an exciting stage in our development. KET has been granted Multi Academy Status with Fern Hill joining the Trust with The Kingston Academy in and we have ambitious plans for the development of the Trust in the coming years.

Recruitment and development of exceptional staff is a top priority for us at KET. Our team comprises of committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build exceptional schools within the trust relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in KET's story and come forward to apply for this exciting, central role. Prospective candidates are very welcome to come for an informal visit prior to submitting their application. A member of our senior leadership team would be happy to talk to you about the role and the Trust, the staff and our pupils. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact Julie Dudley on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.

Ms Sophie M Cavanagh



**Executive Director
Kingston Educational Trust**





Background to the Trust

Kingston Educational Trust is a partnership between Kingston University, Kingston College and Royal Borough of Kingston. Kingston Educational Trust was originally set up as a stand-alone trust prior to being granted Multi Academy Trust status in early 2022. In 2015 The Kingston Academy became the first school set up by KET with Fern Hill Primary School joining KET in January 2022.

KET is open to any possibilities to contribute to the educational landscape within its area of operation and to seek out ways in which it might support its local communities. Whilst not seeking to become a large multi-academy trust, KET welcomes opportunities to work with other schools locally in any way that adds value to their shared educational provision.

KET's members (KU, KC, RBK) provide the trust with a range of very exciting possibilities. Since TKA opened its doors in 2015, KET partners have provided a wealth of special opportunities and experiences for both staff and pupils. Examples include:

- Student Ambassadors and lecturers from both the College and University working alongside pupils and staff in a range of curriculum areas such as Science, Art, Music, Sport, Maths and Drama;
- Access to high quality facilities such as the Arthur Cotterell Theatre at Kingston College and the Rose Theatre through our association with Kingston University;
- Unique access to staff development and training opportunities at Masters and EdD level.

KET is seeking to develop these practical links with its partners further as it grows.

Benefits of working at KET

There are many benefits to working at The Kingston Educational Trust including:

- Generous pay-scales, regularly paying 1% higher than National
- Currently the employer pension contribution is 19%
- Support Staff Pay Scales
- 2-week October Half Term break
- Access to subsidised Cycle to Work scheme
- Continues Professional Development
- Subsidised study at Kingston University at Masters and Doctorate Level
- Flexible working arrangements may be considered on request
- Access to Employee Assistance Programme, subsidised eye test and flu vaccinations
- Work in a vibrant, supportive school environment where staff wellbeing is prioritised



Payroll & Finance Officer – Job

Post Title:	Payroll & Finance Officer
Salary:	The Kingston Educational Trust Operations Pay Scale Grade E Point 9-15 £28,497 - £31,085 pro rata gross per annum
Reporting to:	Finance Manager
Contract:	Permanent, Term Time plus 4 weeks
Hours:	8am – 5pm, Monday to Friday

This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role.

Core Purpose

Reporting to the Finance Manager, effective financial administration for the Trust including maintenance of the accounting systems within statutory and regulatory framework and trust policies and procedures.

Job Purpose

- Accurate processing of all transactions for the Trust from initial order to payment.
- Following systems and processes to keep accurate records of the School finances
- Support the Finance Manager to ensure the School finance processes are robust and followed at all times.

Finance

- Accurately maintain financial records using Access Education, Excel and other databases
- Processing orders accurately and efficiently, advising staff, dealing with any returns, matching delivery notes and settling invoices.
- Ensuring budget holders adhere to the financial procedures at all times
- Liaising with suppliers, reconciling statements and investigating and resolving queries, quickly and accurately
- Purchase Ledger- maintain supplier list, entry and allocation of invoices and payments
- Sales Ledger – raise invoices, allocate income and credit control
- Bank/Cash Ledger- Receipting and banking cheques and cash and processing online payments
- Expenses - processing staff expense claims
- Petty Cash – processing payments, maintenance of Petty Cash Book and reconciliation.
- Maintain accurate records for trips and other ad hoc income
- Regular reconciliation of sales and purchase ledger records
- Filing and maintenance of all folders and files relevant to the job role.
- Reporting to and working with the Finance Manager on a daily basis.
- Providing financial information when required by staff, governors and auditors
- Ad hoc duties commensurate with role to assist the Finance Manager

Payroll

- Process staff timesheets on the Trust payroll system
- Processing Duty Payments
- Work with HR and Finance Manager to respond to payroll queries
- Administration of annual salary statements
- General payroll administration

General Responsibilities

- Compliance with trust financial regulations at all times
- Working collaboratively to ensure best practice is maintained at all levels
- Undertake supervision duties at break and lunch as required
- Undertake other duties as required in line with overall grading and purpose of the job.

Additional Personal Responsibilities

- Adopt a flexible approach within the Operations team and be willing to assist on occasion with tasks beyond the scope of your job description.
- Actively promote school policies and procedures. In particular, ensure that you comply with the Staff Behaviour and Code of Conduct, Acceptable Use of ICT, Whistle Blowing and Health and Safety Policies.
- Participate in whole school activities and initiatives.
- Willingness to fit with the school's ethos, aims and its whole community.
- Participate in training and other learning activities as required.
- Establish constructive working relationships with all other members of staff.
- Uphold high standards of personal and professional comportment.
- To undertake any other reasonable tasks or duties assigned by the COO or Head Teacher.

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- Kingston Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Payroll & Finance Officer – Person

Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
5 A*-C grades at GCSE including at least C grade in English and Mathematics	✓	
Fully competent in using MS Office, including Word and Excel.	✓	
Knowledge and Experience		
Training and experience of office administration, word processing and computer information systems.	✓	
Previous experience in computerised finance, pay, personnel and administrative systems	✓	
Previous finance/accounting experience	✓	
Experience of working in a school or similar establishment		✓
Ability to use office computer and finance software including word processing, spreadsheet, database and internet systems.	✓	
Demonstrated ability to work constructively as part of a team, understanding school roles and responsibilities	✓	
Operating and monitoring budgets and providing required reports.	✓	
Some knowledge of bookkeeping and understanding of ledger control accounts	✓	
Personal		
Initiative and ability to prioritise one's own work	✓	
Able to follow direction and work in collaboration with Line Manager and Leadership Team	✓	
Able to work flexibly to meet deadlines and respond to unplanned situations.	✓	
Efficient and meticulous in organisation	✓	
Desire to enhance and develop skills through continuing professional development	✓	
Evidence of excellent attendance and punctuality record.	✓	
Demonstrate a personal commitment to produce work of the highest quality in a manner to assist the teaching staff to obtain the highest standards of individual pupil achievement regardless of gender, race or class	✓	