



Finance & Resources Assistant

Candidate Information Pack

St John's Church of England Primary School

Watford, Hertfordshire

'Growing Together in Love and Respect'



Salary Range: H4 depending on experience

Salary: £25,183 - £26,409 pro rata: 25 Hours a week, 38 weeks term time + 2 INSET days + 2 days during the School Summer Holidays (194 days in total).

Contract: Permanent

Responsible to: School Business Manager (SBM)

Liaison with: All Staff

Our school vision and Christian ethos of 'Growing Together in Love and Respect' means that you could be part of something very special in the heart of Watford and make a real difference to the local community. We are looking to appoint a proactive and suitably experienced **Finance & Resources Assistant** to join our excellent office team.

We are looking for someone who has high standards, is highly organised and who can demonstrate the ability to work calmly and proficiently, while coping with the demands of a busy school office. We are seeking applications from successful, experienced candidates as well as those new to this role, with relevant experience.

At St John's Church of England Primary School, we believe that happy staff equal happy, engaged children. Are you experienced at working in a school office? Are you determined to make a difference to children's lives? If so, we would love to hear from you.

We believe:

- That the child is at the centre of all decisions we make
- In developing a love of learning across the whole school to embrace all pupils, families and staff
- In giving our staff the opportunities to develop and grow through CPD and a broad range of experiences
- That staff wellbeing is central to delivering quality education
- Growing children in the values offered by a Church of England school and being inclusive of children of Christian faith, multi-faith or no faith

We can offer:

- Full support and an induction programme for all new staff with continued professional development
- Happy and enthusiastic children who are keen to learn
- The support of a friendly and dedicated team
- A safe environment with a commitment to mental health where emotional wellbeing is promoted
- A strong sense of community and family
- Supportive families and governors
- One day's paid leave per academic year

Key areas of work will be to:

- To assist the School Business Manager with the day to day financial management of the school. Ensuring compliance and value for money within our school.
- In addition, you will work as part of the School Office Team in providing general administrative support to ensure the smooth running of the office and the continuity of business/software/IT/Communications interruption at all times.
- Overall, you will contribute to the achievement of the educational vision of our school.

Our school vision and ethos means that you could be part of something very special in the heart of Watford. All our staff work in partnership to support the best outcomes for children and this involves a flexible approach.

Please note: We reserve the right to bring forward the closing date of any vacancy when a suitable number of applications have been received. Candidates are therefore recommended to submit their application as soon as possible.

Applications will close at 9am on Monday 16th December 2024 with interviews on Wednesday 18th December 2024

St John's is committed to safeguarding and promoting the welfare of children and all staff are expected to share in this commitment. Applicants will undergo child protection screening appropriate to the post, including checks with past employers and application to the Disclosure and Barring Service. A probationary period is applicable for all support staff.

The data that we collect during the recruitment process is private data which we will hold securely and use for the purposes of recruitment. If you are unsuccessful, your information will be held for 6 months after the process and then destroyed.

JOB DESCRIPTION - FINANCE & RESOURCES ASSISTANT

We are looking for an individual who:

- Has proven recent finance and office based experience, preferably within a school environment
- Has strong communication skills and demonstrates high levels of written and spoken English
- Is computer literate and confident when using programs such as Google Sheets, Google Docs, Excel and Word, as well as online school management systems and financial software
- Has a methodical and conscientious attitude, and experience meeting regular deadlines
- Excellent attention to detail
- Is a team player who demonstrates flexibility and a sense of humour

The successful applicant will have responsibility for the overall running of the financial business of the school, including but not limited to:

Financial	<ul style="list-style-type: none"> ● To take responsibility for the processing of financial transactions within the school, including purchase orders, invoicing, credit card reconciliation, processing bills and BACS payments. ● To undertake monthly bank reconciliations. ● To contribute to the achievement of value for money. ● To maintain financial processes, both electronically within the finance system and paper based, ensuring that records are suitable for audit purposes. ● To report expenditure of Capital Grants, SEN Funding, Pupil Premium and Sports Premium. ● Financial planning, monitoring and reporting for school trips, lunches, lettings, clubs and wraparound care. ● Effective tracking and reporting of expenses ● VAT reconciliations ● To be the first point of contact for all financial enquiries.
Outstanding payment liaison	<ul style="list-style-type: none"> ● Make contact with outstanding balance holders by most appropriate means. ● Work with the SBM to agree and record approved payment plans. ● Produce monthly reports on debtors.
Payroll	<ul style="list-style-type: none"> ● Work with HR and HR/Finance to reconcile Payroll against Budget and reconcile in the financial system. ● Work with HR and HR/Finance to ensure accurate record keeping and reporting achieved for Pensions, PAYE, Benefits and Hospitality/Gifts.
Resources ordering and management.	<ul style="list-style-type: none"> ● To administrate the school resources ordering system. ● To ensure that the ordering processes are adhered to. ● To check all deliveries and file/record against the PO. Administer any returns/stock control. ● To assist and train members of staff in the requisition process.
Purchasing and Contracts	<ul style="list-style-type: none"> ● To work with the SBM to achieve the most competitive pricing for goods and services in compliance with current and relevant procurement legislation.

	<ul style="list-style-type: none"> ● To assist with any contract tenders and procurement ● To maintain a database of contracts in liaison with the SBM and other relevant staff members. ● Be the first point of contact for subscription renewals and high level password access
Census returns	<ul style="list-style-type: none"> ● Ensuring that census returns which impact on school funding are accurate and submitted to the DfE by the appropriate deadline.
Office	<ul style="list-style-type: none"> ● To ensure the provision of a pleasant and efficient reception area as the first point of contact for parents and all visitors to the school. ● To oversee entry/exit procedures through the school office (including ensuring people are asked to sign in and out and to display the visitor's badge). ● To explain safeguarding, confidentiality and GDPR to visitors where necessary. ● To present a positive image of the school to parents/carers and the local community. ● To provide information and advice about the school and school activities for parents/carers, pupils and visitors. ● To deal with enquiries courteously and with sensitivity and confidence, using initiative as required, and forwarding detailed messages as appropriate. ● To maintain office and first aid supplies, re-ordering as necessary. ● To contact parents/carers where necessary for collection of a sick or injured child or to report a head injury. ● Ensure processes for administering medicines are effectively carried out.
General	<ul style="list-style-type: none"> ● To maintain confidentiality at all times. ● To be aware of and comply with school code of conduct and policies and procedures (e.g. child protection, equal opportunities, health and safety, data protection, cybersecurity, confidentiality) and be able to report concerns as appropriate. ● To contribute to the overall Christian ethos of the school. ● To establish constructive relationships and communicate with other agencies/professionals. ● To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion. ● To set high expectations of conduct whilst acting as a good role model for others. ● To ensure the output and quality of work is of a high standard and complies with current legislation /standards. ● To comply with the individual responsibilities, in accordance with the role, for health and safety in the workplace, including risk assessment and safety systems.

	<ul style="list-style-type: none"> ● To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy, to adhere to school policy on equality and diversity. ● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, ● The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher, CFO, SBM to carry out appropriate duties within the context of the job, skills and grade. ● The duties may not be restricted to the school and may apply across the Poppy Academy Trust.
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.

An enhanced disclosure will be sought through the DBS as part of our pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management and development process.

The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.

Signature of post holder:

Date: / /

Signature of Headteacher:

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Date: / /

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