



Richard Lander School Truro



Application Pack

Finance Officer and SLT Administrator

(Cornwall Council Grade F)

Permanent (following the completion of a 3 month probationary period)

To start as soon as possible



November 2018

Dear Candidate,

Re – Finance Officer and SLT Administrator - 37 hours per week

Please find enclosed an application form and details for the above post at this school.

The Role:

The opportunity has arisen for the appointment of a Finance Officer and SLT Administrator within Richard Lander School. To provide financial support within a small finance team and administrative and clerical support to Senior Leadership Team.

The School:

At Richard Lander School everybody works hard and is committed to providing the best opportunities for the children in our school. We were inspected by OFSTED in 2017 and were graded as a Good school.

We hope after reading our details and person specification that you will want to join our team.

Interviews take place during **week commencing 17th December 2018.**

Applications will only be considered on the attached application form. Completed forms should be submitted to mrichardson@richardlander.cornwall.sch.uk by midnight on Thursday 13th December 2018.

Can I take this opportunity of thanking you for your interest in the position at Richard Lander School. If you do not hear anything from us within 28 days you can assume your application was unsuccessful.

With best wishes for the future.

Yours sincerely,

Mr Steve Mulcahy
Headteacher.



Background for Prospective Candidates

The School:

The building and grounds are part of a PFI contract. The learning environment is warm, welcoming and focussed on enjoyment and achievement. We have high expectations of our students and the staff who work with them. We are a popular school, over-subscribed in several year groups, we have 1408 on roll and this is growing! We have an ARB on site which is very much part of our school. Our outside environment is extensive.

Mr Mulcahy, has been our Headteacher since 2008. Part of this role would be to provide him and the wider Senior Leadership Team with administrative support.

Our Ethos:

We drive to ensure that everyone can 'Be the best that they can be' and this includes both staff and students. Our standards are high and our aim is for all children to achieve their full potential, both academically and socially.

The Post:

Prospective candidates are very welcome to arrange to visit the school by calling the school on 01872 273750. The closing date for applications is **midnight on Thursday 13th December 2018**. Please send your completed forms to the school for the attention of Miriam Richardson, School Business Manager mrichardson@richardlander.cornwall.sch.uk. Applications should address the items included on the person specification and only candidates who meet the essential criterion will be shortlisted.

The Interview Process:

Candidates who are shortlisted for the position will be contacted by a telephone call and this will be followed up with an e-mail.

- All interviews will be face to face and will explore the candidate's suitability for the position.
- Applications will be scrutinised and discrepancies or anomalies in work related history, experience and qualifications will be discussed at the interview stage.
- An office based task may be required as part of the interview process.
- Successful candidates will be required to achieve a full enhanced DBS disclosure and 2 satisfactory references.

Prepared by:

- **Mr Steve Mulcahy, Headteacher**
- **Mrs Jenny Griffiths, Deputy Headteacher**
- **Mrs Miriam Richardson, School Business Manager**

Safeguarding

Richard Lander School is committed to safeguarding and promoting the welfare of all children.
We expect all our team members to share this commitment.



Job Title:	Finance Officer and SLT Administrator
Salary Range:	Cornwall Council Grade F
Hours:	Per week (Days and times of the week) 8.00 – 4.00pm Monday – Friday Term Time Only
Base:	Richard Lander School
Responsible to:	Headteacher, Senior Leaders, School Business Manager
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External	<u>Internal:</u> Headteacher, Senior Leadership Team, Teachers, Governors, Pupils <u>External:</u> LEA advisers and representatives, suppliers, parents, external support agencies

Main Purpose of Job:

- To provide Financial Support and administrative and clerical support to the Senior Leadership Team

Main Duties and Responsibilities:

- To provide a professional and confidential administrative service for the Senior Leadership Team of Richard Lander School including word processing of correspondence, reports, publications and other documents as required
- To assist in the organisation and arrangements for meetings, including circulating agendas and minutes, organising venues/refreshments and contacting individuals with regard to arrangements for meetings
- To support the schools wider administrative filing, photocopying and dealing with incoming and outgoing mail
- During busy periods at the school this role may also support the main school reception area; answering telephone calls, answering queries or redirecting as necessary and greeting visitors to the school ensuring that correct safeguarding procedures are maintained.
- To handle the ordering (as approved), receipt and distribution of goods and to obtain information regarding costs and delivery of goods and services.
- To operate the school's accounting system including order processing, accounts payable and receivable, reconciliations, petty cash, bank processing report generation and electronic payment system, working in close liaison with the Financial and Personnel Officer and School Business Manager.
- To administer the receipt and banking of various monies and other non-public fund-raising. To be responsible for receiving, checking and issuing of receipts for all payments made and monies received by the school.



- To prepare all monies and cheques received by the school for banking, ensuring appropriate use of each of the schools' bank accounts and full adherence to the school's cash and accounts security procedures.
- To keep accurate and up-to-date budget information in order to answer queries promptly.
- To be responsible for the routine maintenance and operation of the School's computerised accounting systems and SIMS, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and report generation.
- To be responsible for the finance office's full adherence to the school's security procedures, ensuring security of all monies and financial information at all times. To ensure all processes and work undertaken meets with the financial regulations and internal and external auditory processes.
- To ensure the processing of authorised orders in accordance with the agreed priorities and deadlines and in accordance with the working practices of the finance office.
- To ensure the production and despatch of cheque payments for all authorised invoices prior to their due dates and details of payments and invoices are logged on the school's financial accounting computer systems.
- To be responsible for the production of school invoices relating to all school income generation, including those charges made to pupils for various school and recreational activities arranged by the school. To monitor all payments received from debtors on a regular basis and to advise the Headteacher/Bursar of overdue debts for further action, ensuring such action takes place and monitoring success.
- To assist in the preparation and completion of VAT returns.
- To check and authorise staff and governor claims for payment, including supply teaching, overtime, travel and subsistence claims.
- To manage the financial systems relating to charges for school lettings.
- To be responsible for the prompt and regular reconciliation of all school bank account statements.
- To collate financial information, produce financial reports and statistics relating to the school's financial status as required.
- To attend admin team meetings, school management team meetings and Governors meetings as requested.
- To be aware of and adhere to the school's child protection policy and procedures, and to report any concerns under such procedures which may be observed during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).



- To maintain confidentiality of information acquired in the course of undertaking duties for the School.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

Person Specification:	Essential	Desirable	Recruiting method
Education and Training	GCSE's or equivalent to include Maths & English at a C grade or above NVQ in business administration or equivalent experience	Admin or IT related qualifications at level 3 Typing and word processing certificates	Application
Skills and Experience	Good standard of practical knowledge, skills and experience of working in an office environment A practical working knowledge IT applications, inclusive of word, excel and powerpoint Excellent customer service and communication skills	Experience of working within a school or similar environment Experience of SIMS	Application/Interview/Assessment
Specialist Knowledge and Skills	Experience and an excellent working knowledge of SIMS and FMS. Good typing and word processing and Excel skills Good oral & written skills Strong organisational skills High level of accuracy and attention to detail	Minute-taking skills	Application/Interview/Assessment



	<p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
Behaviours and Values			Application/Interview/Assessment

Special Conditions related to the post

The school is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information

Receipt of two satisfactory employer references one of which must be from your current or most recent employer

Satisfactory verification of relevant qualifications

Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

How to apply:	<p>Complete the relevant applications form, equal opportunities and self-declaration form. Please note that applications will not be accepted unless on the attached application form. CVs are not accepted.</p> <p>Please complete an application form in full and return to: mrichardson@richardlander.cornwall.sch.uk</p>
Contact details:	<p>Address: Mrs Miriam Richardson School Business Manager, Richard Lander School, Higher Besore Road, Truro, TR3 6LT Tel: 01872 273750</p>
Closing date:	<p>Midnight on Thursday 13th December 2018 Interviews will be held on during week commencing 17th December 2018. Please note that if you have not received a reply within 28 days of the closing date you must assume that, on this occasion your application has been unsuccessful.</p>