



Candidate Brief

Finance Clerk

Part time, Term time + 2 weeks

£16,737 - £19,677 FTE



BLENHEIM HIGH SCHOOL

LONGMEAD ROAD, EPSOM, SURREY, KT19 9BH

www.blenheim.surrey.sch.uk

BACKGROUND INFORMATION

The School

Blenheim is a dynamic, exciting and supportive environment in which to work. The school opened in September 1997 with one year group and has grown to its current size of approximately 1310 students on roll including 200 in the Sixth Form. Blenheim is a mixed comprehensive and our reputation in the community is excellent and as a result the school is very popular. The intake comprises of students from all areas surrounding the school and ability levels are varied. Candidates should be entirely committed to the comprehensive ideal of education.

The school is under new leadership as of April 2017 and with a virtually new wider leadership team we are putting in place a comprehensive programme of measures to improve the consistency of teaching practices across the school, the quality of assessments and the impact of feedback, so that all students make good or better progress. Our last Ofsted inspection was in January 2017 and we were graded as 'Good' in two categories and 'Requires Improvement' in three, with an overall judgement of 'Requires Improvement'. The ethos of Blenheim High School now revolves around a growth mindset where all members of the school community are actively encouraged to develop the characteristics of constant improvement, being open to new ideas, hard work and resilience.

We converted to Academy status in March 2012 and we have developed many community and primary school links. We are fortunate to have outstanding facilities and we are a well-resourced school. All classrooms are equipped with interactive whiteboards and we work hard to provide a stimulating environment in which students can learn. We have an iPad for Learning Scheme under which all students have access to an iPad, the overwhelming majority having their own personal device. All teaching staff, therefore, need to be willing to engage with new technologies. Visitors to the school constantly remark on the calm, purposeful learning ethos that they observe. We are fortunate for the school to be situated in its own grounds and have grass football and rugby pitches along with gardens around the school. We also have an all-weather pitch.

The Role

We are seeking a Finance Clerk to join our exciting, dynamic Academy. The successful applicant will be an efficient and enthusiastic individual with previous finance experience. You will be organised, use your own initiative and have the ability to work quickly and accurately. The role offers 20 hours per week, during term time plus an additional 2 weeks [41 weeks per year] to be worked as agreed with the Finance and Operations Manager. The starting salary for the position is between £16,737 to £19,677 FTE, which equates to an actual salary of £8,332 to £9,796 per annum. The Job Description in this Candidate Brief and Person Specification will give you further information on the role. The school has a very strong team ethos and although everyone works very hard, it is a fun and supportive environment. We have a highly commended induction programme, mentor support for new staff. Blenheim is a fantastic place in which to work. We have a large and vibrant student body and dynamic

staff who are willing to work hard to ensure positive learning experiences for young people. We have achieved numerous accreditations including Investors in People, Investors in Careers, Healthy Schools' Award, Partnership with Parents award, the Sports and Arts Mark and we are a designated Science College.



Job Profile

The aim

The finance clerk works as part of the team within the finance department to ensure a high quality and accurate finance function is maintained.

Accountable to:

- Finance Officer

Safeguarding

- To be familiar with school policies, in particular safeguarding procedures, and promote the welfare of children.

Key Accountabilities

Income

- To assist with the online collection of income; to include, school funds, trip income, lettings income, iPad income and gift aid claims.
- To assist with operation of our ParentPay system.
- Where cash and/or cheques are still used, to maintain an accurate record of income received, and banked, ensuring we adhere to the school's cash handling policy.
- To run and monitor reports and reconcile as appropriate.

Finance

- Check and input purchase orders onto Sage system, within our agreed time scales.
- Check and input of Purchase ledger invoices, following school control measures.
- Assist with other finance tasks, to include remittances to suppliers, filing.
- Printing reports for budget holders.
- Monitoring and recording Utility usage.

Credit control

- Responsible for running the debtors report, ensuring payments are received in line with school policy.
- Contacting parents for non-payment of income due.
- Communicating with various stakeholder groups to chase any late payers, record actions and follow up as necessary and pass on any concerns.

General

- Performing tasks for the finance team including: answering telephone, opening post, printing invoices from email account.
- Perform other reasonable duties as requested by the Finance Officer and or the Finance & Operations Manager.

Person Specification

Essential

- Proven track record in a similar role.
- Honest & trustworthy,
- High attention to detail, accuracy & organisational skills
- Ability to maintain confidentiality
- IT literate with good keyboard skills,
- Able to cope under pressure
- Good customer service skills.
- Excellent verbal and written communication skills.
- Common sense and a logical approach to problem solving.
- Capable of producing accurate documentation.
- An innovative and positive attitude.
- Ability to work as part of a team.
- Ability to work to tight deadlines and manage time well.
- Flexible approach to working hours.

Desirable

- Experience of SAGE or similar financial package.
- Experience of basic excel use.
- Experience of email communication.
- Data input skills.

General

- Demonstrate a keen interest in all aspects of school life.
- To show solidarity by supporting school policy, and the Governing Body and Wider Leadership team.
- Commitment to individual continuous professional development, wanting to 'get better' by building on strengths but also recognising development areas and actively seeking to improve them.

The Application Process

Please download and complete the Application Form and include a Statement of Application outlining your achievements to date and what you bring to the role, please ensure this is no more than two sides of A4. Completed applications may be emailed to Emma Matthews, Human Resources, matthewse@blenheim.surrey.sch.uk

Alternatively you may post or hand deliver your application marking for the attention of **Emma Matthews, Human Resources, Blenheim High School, Longmead Road, Epsom, Surrey, KT19 9BH**. The closing date for receipt of applications is **Friday 25th May at 12 noon**.

To find out more about the school or to arrange a tour of the school please contact Mrs Mel Hart, PA to the Headteacher, headteacher@blenheim.surrey.sch.uk

Our school is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS disclosure. I enclose our policies for your information.

I should remind you that you are liable to prosecution if you are included in the Disclosure and Barring Service's/Disclosure Scotland's Children's Barred List and engage, or seek or offer to engage, in work which either involves contact with children or provides opportunities for contact with children.

