



HAMPSTEAD SCHOOL
Learning together Achieving together



FINANCE ASSISTANT APPLICATION PACK

- Job Profile & Person Specification –Finance Assistant
- Application Form – *please download from the School's website*
www.hampsteadschool.org.uk/page/?title=Job+Vacancies&pid=18



HAMPSTEAD SCHOOL
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Finance Assistant

25 hours per week
Hours 08:00 to 13:00
term-time only, 39 weeks

Scale 6, £16,658

We are seeking a highly motivated, efficient and enthusiastic person to fill this post in our successful school. You will be responsible for processing a range of financial transactions including orders, invoices, petty cash and income.

The ideal candidate will:

- Be a flexible team player with excellent organisational and communication skills
- Have experience of maintaining accurate manual and computerised financial systems
- Be self-motivated and willing to develop new skills

The school is committed to safeguarding and promoting the welfare of children. You will be required to undertake an enhanced DBS check.

For details and an application form, please see the school's website or contact us by email or telephone specifying which post you are interested in.

Closing date for application form: **Midday on Monday 16 October 2017**

Interviews will be held: **Friday 20 October 2017**

11 – 19 Mixed Comprehensive N.O.R: 1250
Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski
Tel: 020 7794 8133
Email: vacancies@hampsteadschool.org.uk
Website: www.hampsteadschool.org.uk





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Dear Colleague

Thank you for your interest in this exciting post here at Hampstead School.

Please look at the following documents:

- Copy of the Advert
- Job Profile and Person Specification
- Application Form download our website www.hampsteadschool.org.uk
- More information about the school can be found on our website: www.hampsteadschool.org.uk .

The School and its Community

Hampstead School is a London Borough of Camden maintained comprehensive School with 1300 students (including 250 in the Sixth Form). The school, with an admission number of 210, is very popular locally and oversubscribed. Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident amongst students and between students and staff, being the first secondary school in London awarded the UNICEF Rights Respecting School Award at the highest level.

The diversity of our students is a real strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken in the school. Around half our students have English as an Additional Language, with a significant number eligible for the Pupil Premium.

The school has just been rebuilt over the past two years as part of the Priority Schools Building Programme.

Our Ethos

Our best-ever examination results at A Level in 2017 reflect what Challenge Partners recognised as our “*exceptional climate for learning*, underpinned, as ever, by the quality of relationships at all levels, evident every day. A laser-like focus on the highest expectations of achievement and a belief that every student can and will achieve, whatever it takes, means that Hampstead School’s reputation for creativity and inspiration is firmly rooted in rigour. The school is currently in a very strong position, with learners achieving above national expectations across the core and overall and record numbers in our Sixth Form.

Innovation is central at Hampstead School, reflected in just some of our successes and initiatives over the last couple of years:

- One of only seven UK schools recognised as an inaugural “Achievement for All” Ambassador School, building on our Lead Quality Mark in supporting our most vulnerable learners to attain in line with their peers
- Pearson/Communications Trust “Outstanding School of the Year” 2015

- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark
- Healthy Schools status
- International School Full Award
- Geography Quality Mark
- Sustainable Schools Award (Gold)
- Cultural Diversity Quality Standard (Gold)
- Stonewall Award
- National Champions in the Model United Nations national debating competition
- Our work with New Arrivals recognised as best practice and disseminated to all schools in a DVD.
- A residency school for the Future Leaders programme over many years, developing the headteachers of the future, as well as involvement in Teaching Leaders and Teach First.
- Investors in People
- International visitors seeking good practice from Denmark, Pakistan, India, China, Norway (where we undertake support work), USA and Japan among others and residency teachers annually from Connecticut
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE),

and so it goes on.

In 2017, Hampstead School is a very successful, dynamic and happy school.

We are very proud of what we have achieved, never complacent and with a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our excellent, committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of our success is that, within a stable staff, nearly all who leave do so for career promotion. Consequently, this creates great opportunities to appoint new colleagues with new ideas, enthusiasm, determination, moral purpose, skills and positivity.

“Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development, to which they contribute. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils.”
(Ofsted October 2016).

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, I'd love to hear from you.

Jacques Szemalikowski
Head



FINANCE ASSISTANT JOB PROFILE

Hours	25 hours per week during term-time, 39 weeks a year Working hours from 0800 to 1300
Grade	Scale 6
Purpose	<ul style="list-style-type: none">To be responsible to the Finance Officer and Bursar for the operation and maintenance of financial management systemsTo deputise for the Finance Officer when requiredTo contribute to the development of school systems
Direct reporting	<ul style="list-style-type: none">Bursar / Finance Officer
Core duties	<ul style="list-style-type: none">Responsible for a range of financial transactions including purchase orders, payment of invoices, ParentPay transactions, petty cash and internal charges.Responsible for maintenance of accurate income and expenditure records.Administer the school's ParentPay account, and assist in dealing with queries from students and parents.Maintain the school asset register, including the annual checking process.Responsible for administration department purchase orders and stock control.Support budget holders with advice on financial management procedures.Maintain accurate up-to-date financial records in accordance with school financial regulations as well as those of Camden, DfE, other relevant external organisations and the School Financial Value Standard.To deputise for the Finance Officer when required.Any other duties that may be required, as directed by the line manager.
Operational & Strategic Planning	<ul style="list-style-type: none">To use the school finance software RM Finance Online, RBS Bankline and ParentPay to perform the duties above.To keep up to date with changes in school funding and financial regulations.
Service Delivery	<ul style="list-style-type: none">To work proactively in accordance with changes in legislation and local requirements.To be flexible and work to support the needs of the school.The duties of this post may vary without changing the general character of the post or level of responsibility.
Human Resources	<ul style="list-style-type: none">To support the Bursar and Finance Officer with the delivery of a first class finance service.
Quality Assurance	<ul style="list-style-type: none">To ensure the effective operation of quality assurance systemsTo follow standard operating proceduresTo maintain quality standards whilst seeking to continually improve processes.
Management Information	<ul style="list-style-type: none">To maintain accurate and up-to-date information in order to produce accurate reports.
Communication	<ul style="list-style-type: none">To ensure effective communication with stakeholders at all levels.To actively promote and represent the school's vision and ethos.

Marketing and Liaison	<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities. • To actively promote the school and its corporate well-being.
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money and equipment efficiently in line with the principles of “Best Value” and in line with school procedures.
Other specific duties	<ul style="list-style-type: none"> • To continue with your professional development • To be aware of our responsibilities for safeguarding the welfare of students.

Health & Safety

You are required to make positive efforts to maintain your own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice. You are also required to be aware of and comply with policies on health and safety.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Note

This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

September 2017



Finance Assistant
Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A good level of general education including English and Maths 	<ul style="list-style-type: none"> • First Aid
Experience	<ul style="list-style-type: none"> • Inputting and maintaining accurate data on computerised systems • Organising own workload and working on own initiative • Proficient use of Microsoft Office and finance software • Experience of maintaining accurate manual and computerised records • Experience of working in a busy and changing environment 	<ul style="list-style-type: none"> • Experience of working in a finance role • Experience of working in a school • Experience of using RM Finance and ParentPay
Skills, knowledge and abilities	<ul style="list-style-type: none"> • A high standard of numeracy and accuracy. • Excellent oral and written communication skills • Ability to prioritise workload to ensure deadlines are met • To develop good working relationships with staff • Demonstrate awareness of the importance of adhering to financial control procedures and regulations 	
Personal attributes	<ul style="list-style-type: none"> • Flexibility, enthusiasm and determination • Commitment to teamwork and collaboration • Willing to take on new ideas and develop new skills 	
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to the school's Equal Opportunities Policy 	