



HOE VALLEY SCHOOL

FINANCE ADMINISTRATOR

JOB DESCRIPTION AND PERSON SPECIFICATION ACTUAL SALARY: £16 - £20k (FTE £29,928 to £37,409) dependent on experience

The School

"Hoe Valley School is an inspiring environment at the heart of its community where every student's experience is personalised. Our students will learn to think independently, pursue their ambitions and achieve to their highest potential."

Hoe Valley School is

- An oversubscribed secondary school that opened in September 2015 to serve the local community of South Woking
- Rated 'Outstanding' by Ofsted in March 2024
- Delivering innovative and exciting lessons to years 7-13
- Committed to ensuring our students leave us with excellent academic outcomes, the skills to be 'work-ready' and the traits of excellent global citizens
- Following the national curriculum, where Maths and English are taught every day
- A Google School with ICT fully embedded in all curriculum areas
- Growing its new STEAM focussed academic Sixth Form, which opened in September 2023
- Committed to learning which is relevant with links to the 'real world' of business, higher education and the local community
- In a state of the art, new School completed in September 2018 on Egley Road, Woking
- Committed to supporting our staff to have a good work / life balance by offering longer school holidays, bespoke CPD programmes, minimising paperwork and meetings and ultimately by trusting our staff to deliver excellent outcomes

The Role

We are looking to appoint a detail orientated and proactive Finance Assistant to join our School's Finance team. This is a fantastic opportunity to contribute to the smooth running of our School's financial operations while working within a supportive and friendly team.

The position is term time plus 2 weeks (with a minimum of one week during the summer holidays), requiring 25 hours per week, Monday to Friday. The specific working pattern will be discussed.

CORE RESPONSIBILITIES

- To place orders received from budget holders ensuring they are placed in accordance with School policies and that the School obtains value for money in all its expenditure
- To ensure purchase orders, invoices and delivery notes are matched to ensure proper authorisation and reconciliation
- To prepare invoices for payment
- To process staff expense claims
- To prepare documentation for purchase card reconciliation

- To purchase and manage uniform and rewards vouchers
- To check and maintain stock of stationery cupboard and reprographics room
- Revision guides - to liaise with Head of Faculty and order and resale to students
- To place annual summer order for faculty resources, checking deliveries and preparing for distribution
- To check and maintain stock of staff kitchen supplies
- ParentPay dinner money - registration of new students and staff, managing debt for students and staff, helping parents with queries
- To liaise with Catering team re students, debts, deliveries and invoicing
- To work the till at lunchtime and helping with queries
- To support with Pupil Premium uniform, sourcing and purchasing
- Charity collections - distribution of and collecting back charity boxes and counting the cash
- Chromebook repairs - to arrange payment plans with parents and liaise with IT
- To maintain accurate records and filing systems, electronic and paper
- To support the Finance Manager with any other ad hoc processes not listed
- To comply with the School Financial Management procedures

PERSON SPECIFICATION

Essential	Desirable	Assessment Criteria
Qualifications & Competencies		
Minimum GCSE (Grade C or higher) or equivalent (NVQ level 2) in English and Mathematics		Application form
ICT literate with proficiency in a range of applications	Experience of using Google suite of applications in a working environment Experience of using SIMS software	Application form
Experience		
Evidence of successful sustained employment in a comparable working environment in finance or administration support	Experience of working in a finance or administrative role in an educational setting	Application form & interview
	Experience of procurement of goods or services	Application form & interview
	Experience of handling confidential and sensitive information	Application form, interview & reference
Skills and Attributes		
Alignment with HVS Values: C - Courtesy : model the calm behaviours expected of others in terms of consideration, professionalism, trust and respect		Application form, interview & reference

<p>I - Integrity : fair and honest, trustworthy, committed to earn success through hard-work</p> <p>R – Resilience: Not giving up when times are tough, demonstrating endurance</p> <p>C - Community : A strong sense of responsibility to the community to improve the quality of the local environment for its residents</p> <p>L - Leadership : show leadership in thought and action, being open to new ideas and overcoming adversity to achieve success; communicating effectively</p> <p>E - Enthusiasm : a positive attitude towards life, passion, curiosity and a lifelong love of learning</p>		
Excellent organisation skills with the ability to multi-task and effectively prioritise		Application form, interview & reference
Strong attention to detail where only the best is good enough		Application form, interview & reference
Excellent interpersonal skills with strong levels of numeracy and written and oral communication		Application form, interview & reference
Able to adapt to find practical solutions to problems		Application form & interview
Ability to remain calm, good humoured and strategic in challenging contexts		Application form & interview
Commitment to the ethos of the School		Application form & interview
Safeguarding		
2 satisfactory written references including from current/most recent employer		Application form & reference
A satisfactory enhanced DBS check		DBS process