

CHANCE COMMUNITY

Job Application Pack



Excellence has no limits



Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook* for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. For the third year running we celebrated significantly improved outcomes at GCSE. OFSTED's recent visit further confirmed our improvement journey with our results showing that our hard work to improve the curriculum and teaching has had a significant impact.

If you are thinking of joining us please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes



Tanya Douglas
Headteacher

Finance Assistant

Status: Permanent

Hours: 18 HPW x 40 WPA

Scale: Scale 3

Actual Salary Range: Scale point 5 to 6, £12,581 to £12,761 (Starting salary to be determined by skills and experience. Pay award pending)

Start date: As soon as possible

We are looking for a highly motivated and experienced Finance Assistant with a strong work ethic and exceptional attention to detail. The successful candidate will ensure that effective learning within the school is supported by efficient and optimal services and to provide support to the Finance Officer with all matters relating to the school's financial systems.

This is an exciting time to join our community. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do. In April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is **Monday 2nd June 2025 at 9am**. The interview will take place on the **Thursday 5th June 2025**.

Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Job Description and Person Specification: Finance Assistant

JOB DESCRIPTION

| | | |
|---------------------|---|-----------------------------|
| Post Title | : | Finance Assistant |
| Status | : | Part time, Permanent |
| Line Manager | : | Finance Officer |
| Hours | : | 18 hpw x 40 wpa |
| Allowance | : | Scale 3 |
| Start Date | : | As soon as possible |

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

To ensure that effective learning within the school is supported by efficient and optimal services and to assist the Finance Officer with all matters relating to the School's financial systems.

To be responsible for providing financial support to the Finance Officer.

Specific Duties:

Finance

- Input of standing information to Finance System (suppliers, debtors) in accordance with procedures
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales
- Printing of Purchase Orders, checking for accuracy and distributing to suppliers and budget holders as required
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation and payment in accordance with agreed procedures and timescales
- Investigating and resolving supplier invoices under query, arranging returns and ensuring that refunds or credit notes are received
- Raising of Sales Invoices from appropriate documentation
- Printing of Sales Invoices, checking for accuracy and distributing to debtors
- Processing of all income (cheques and cash), and banking of same
- Maintaining a detailed record of non-invoiced income relating to School Trips etc. Carry out the necessary arrangements with regard to school lettings and other events regarding invoicing and collection of payments

- Processing and reconciliation of petty cash
- Recording of school credit transactions, and reconciling to bank statement
- Calculation of internal recharging to departments (e.g. reprographics and hospitality) and processing of subsequent journals
- Assist with month end procedures including bank and other reconciliations and posting of journals as required
- Provide financial information reports from the finance system for budget holders
- Dealing with queries from suppliers (including statements), debtors, budget holders and other
- Undertake administration duties relating to the school's Humanities week
- Undertake any other reasonable duties as requested by the Head Teacher, School Business Manager or Finance Officer

OTHER

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

Person Specification

| Qualities and Attributes | Essential | Desirable | Evidenced by |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------|
| Qualifications | | | |
| English and Maths GCSE or equivalent Grade C/4 or above | ✓ | | Application |
| Good general education | | ✓ | Application |
| Experience | | | |
| Experience of working within a school or other educational setting | | ✓ | Application |
| Experience of working in finance | ✓ | | Application/Interview |
| Experience of managing and dealing with confidential data / issues appropriately | ✓ | | Application/Interview |
| Experience of managing and maintaining accurate records | ✓ | | Application/Interview |
| Knowledge and Skills | | | |
| Ability to demonstrate excellent finance skills | ✓ | | Application/Interview |
| Ability to demonstrate good interpersonal skills and the ability to relate well to adults and children inside and outside the school | ✓ | | Application/Interview |
| Ability to demonstrate good organisational skills | ✓ | | Application/Interview |
| Ability to plan strategically | ✓ | | Application/Interview |
| Excellent word processing and IT skills including using MIS, Microsoft packages and Google drive software | ✓ | | Application/Interview |
| Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines | ✓ | | Application/Interview |
| A learner, willing to undergo training and act on initiative | ✓ | | Application/Interview |

| | | | |
|--------------------------------------------------------------------------------------------------------------------------------|---|--|-----------------------|
| Awareness of how to work in a school environment | ✓ | | Application/Interview |
| Strong interpersonal skills | ✓ | | Interview |
| Attention to detail/working with accuracy | ✓ | | Interview |
| Ability to work to professional standards, to develop effective working relationships, think independently and make judgements | ✓ | | Application/Interview |
| General/Personal Qualities and Characteristics | | | |
| A commitment to the school's vision and values | ✓ | | Application/Interview |
| High expectations for all pupils and the ability to inspire, challenge, motivate and empower others | ✓ | | Application/Interview |
| A 'can do attitude' and an ability to solve issues as and when they arise | ✓ | | Application/Interview |
| Adaptable to working within a team | ✓ | | Application/Interview |
| A calm demeanour and the ability to work well under pressure | ✓ | | Application/Interview |
| A commitment to the protection and safeguarding of children and young people | ✓ | | Application/Interview |
| A commitment to equality of opportunity and inclusion | ✓ | | Application/Interview |

Application Process

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school values **'Belonging, Responsibility, Excellence'** and our school motto **'Excellence has no limits'**. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.