

# SHOOTERS HILL SIXTH FORM COLLEGE

## FINANCE ASSISTANT

### APPLICANT INFORMATION PACK



**SHOOTERS HILL**  
**SIXTH FORM COLLEGE**

*Transforming Lives*

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# WELCOME

## From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as creative, independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

**Geoff Osborne**  
**Principal**



**"Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life."**

**OFSTED 2024**



# SHOOTERS HILL SIXTH FORM COLLEGE

## A great place to work

### SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce.

### Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

### Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter

[Education staff wellbeing charter - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/education-staff-wellbeing-charter-2020.pdf)

### Staff Benefits

Here are just a few of the attractive benefits of working at SHC

- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

and much more



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# INTRODUCTION

## To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.

Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.

### Our Core Values

#### How we work

Working collaboratively to ensure a positive, safe and rewarding experience for all out community

#### How we feel

Valuing fairness for all and promoting personal growth.

#### How we lead

Leading by example with compassion, empathy and understanding.

#### How we behave

Conducting ourselves with honesty, integrity and respect.

### The College of Choice

We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.



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# INTRODUCTION

## To Shooters Hill Sixth Form College

### Our College

SHC employs 250 staff members to teach and support a cohort of up to 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.

### School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.

### *Here are a few we are especially proud of:*

Coffee Corner  
Greenwich School Sports Partnership  
Fully Equipped Fitness Suite  
Swimming Pool  
Art Gallery  
City View Restaurant

### Additional Reading

Further context of our college and our vision can be found within these booklets.

Ofsted Reports  
<https://www.shc.ac.uk/ofsted>

College Vision and Strategic Intent Booklet  
[Vision And Strategic Intent Booklet by Shooters Hill Sixth Form College - Issuu](#)

College Prospectus  
[SHC Prospectus 2023-2024 by Shooters Hill Sixth Form College - Issuu](#)

College GSSP Sports Initiative Booklet  
[Greenwich School Sport Partnership 2022-2023 by Shooters Hill Sixth Form College - Issuu](#)



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## **EQUALITY, DIVERSITY, EQUITY AND INCLUSION STATEMENT**

At Shooters Hill Sixth Form College, we are more than just a place of learning, we are a thriving community where every individual, both students and staff alike can flourish.

We are dedicated to fostering the personal and professional growth of all our members, ensuring that each person feels valued, supported, and empowered.

Our commitment to diversity goes beyond celebration; we actively embrace differences, challenge stereotypes, and stand firm against discrimination. Together, we are creating a college where inclusivity is not just an aspiration, but a lived reality.



# ADVERT

## Finance Assistant

Whether you're an outstanding Teacher or an innovative Support Worker, Shooters Hill Sixth Form College's inclusive, dynamic and creative ethos provides an imaginative workplace in which you will be supported to develop your knowledge and practice throughout your tenure. We are extremely proud of our diverse workforce and welcome applications from people of all backgrounds.

**Salary: Scale 4 £27,855—£29,139**

**Hours: Full Time, All Year Round (will consider term time only with additional week/s)**

Shooters Hill Sixth Form College is one of the leading Sixth Form colleges with over 2000 students. The Finance team is behind transforming lives and providing support to teaching and support staff, and students.

This is an exciting opportunity to join a small and effective Finance team where you will be instrumental in assisting in the general financial processes, dealing with 16-19 Bursary administration, Free School Meals, and general finance support across the college.

The ideal candidate should have excellent organisational and communication skills, be proactive and have experience with using Microsoft Excel and a Database package.

If you possess these attributes and are looking for a new opportunity, then we look forward to receiving your application.

**To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://www.shc.ac.uk/vacancies) or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

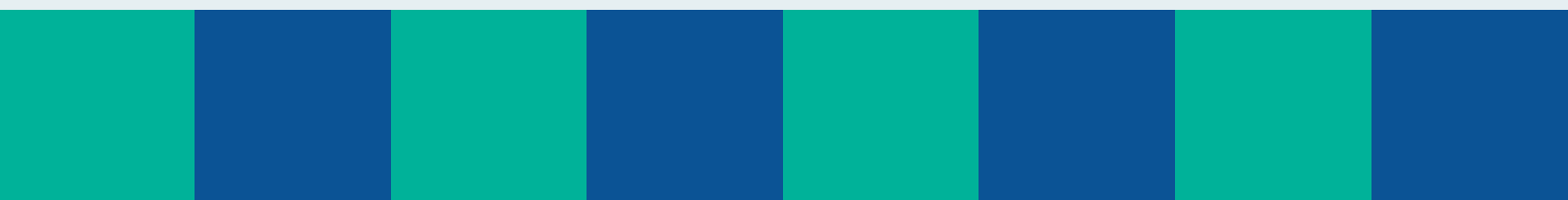
**Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)**

**Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.**

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.



# JOB DESCRIPTION

## Finance Assistant

**GRADE** : Scale 4  
**RESPONSIBLE TO** : Finance Manager

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents and carers.

### Main duties and responsibilities

- General finance tasks.
- 16-19 Bursary Funds administration and free school meals (FSM) duties.

### General finance tasks

- Assist in administration of a range of finance procedures, providing a high-quality finance support service to the Finance team.
- Have adequate understanding of the college processes and procedures, including procurement processes, to ensure that an effective and efficient customer focussed service provision.
- Ensure segregation of duties, assist with management of the purchase to:
  - ◆ Receive and process purchase orders referring queries to budget holders.
  - ◆ Distribute purchase orders to suppliers and others as required.
  - ◆ Match Goods Received notes on system with purchase orders to ensure correct goods are received, referring any queries to budget managers and/or suppliers.
- Review and manage finance team mailboxes.
- Manage the administration of payments for all school trips, book coaches and arrange tickets, etc, for occasional school trips, providing help service to students, parents and guardian.
- Ensure work is completed quickly, efficiently and accurately.
- Prioritise work to meet college deadlines.
- Always demonstrate discretion and comply explicitly with GDPR regulations and confidentiality.
- Deal with post for finance office.
- Deal with queries relating to payments and deliveries of goods.
- Ensure that invoices from the catering and cleaning contractors are accurate.
- Ensure that best value for money is always achieved.

# MAIN TASKS

## Finance Assistant

### Main Tasks and Responsibilities

#### General finance tasks

- Take up finance training as and when required.
- Ensure financial processes are in accordance with the Trust financial procedures, policies and Scheme of Delegation.
- Be required to assist with other financial duties as required.

#### 16-19 Bursary Fund and Free School Meals (FSM)

- Advise applicants of what information/evidence is required to qualify for a bursary before the deadline.
- Process 16-19 bursary payments on the primary financial management system & MIS system.
- Resolving queries from students regarding 16-19 bursary funds and free meal administration.
- Collate and gather all application forms together with supporting documents and evidence while adhering to GDPR laws.
- Liaise with staff to ensure students are provided with financial support in a timely manner for any trips or visits.
- Assist students with their oyster/TFL 18+ applications
- FSM - Monitor and assist all students who entitled to FSM ensuring the balance on their student cards are updated through the correct software
- Liaise with parents, guardians and carers regarding bursary and FSM queries.

#### In common with all other staff

- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.

#### In common with all support staff

- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college, and work outside of regular daytime hours.

# MAIN TASKS

## Finance Assistant

### **Additional Information - Working Arrangements**

Hours of work: 35 hours per week.

There are opportunities for term time working or term time plus additional week (s).

Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Given the nature of the institutions core activities, there are occasions when staff may be asked to work later for meetings, events, open days & the like. These hours to be negotiated with individual staff & time of in lieu / additional payments agreed in advance of such occasions.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

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

## Safeguarding

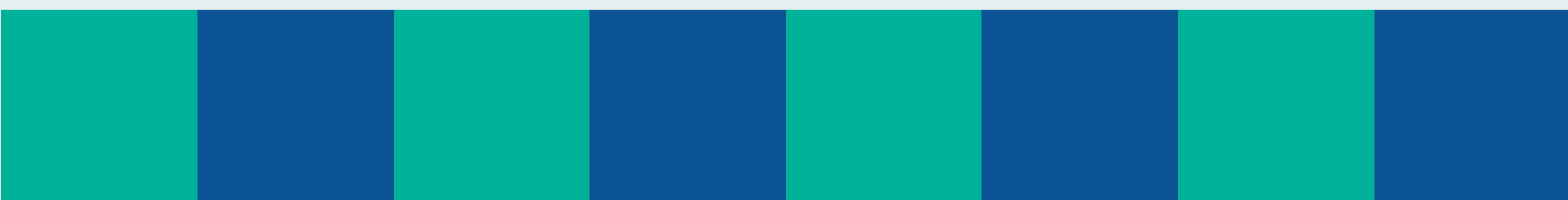
Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2023.

## Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

## Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.



# PERSON SPECIFICATION

## Finance Assistant

Requirement	Essential	Desirable	Selection Method
<b>Qualifications</b>			
At least 5 GCSEs at A – C qualification including English and Mathematics	✓		<b>AF/I</b>
<b>Experience and associated skills</b>			
Working on own and as part of a team in an office environment	✓		<b>AF/I</b>
Experience of working with Word, Excel and PowerPoint	✓		<b>AF/I</b>
Experience of using a database or Management Information System		✓	<b>AF/I</b>
Confidentiality	✓		<b>AF/I</b>
Good record of health, attendance and punctuality	✓		<b>I / R</b>
A positive, can-do attitude	✓		<b>I / R</b>
Ability to motivate themselves to develop and improve existing practice	✓		<b>I / R</b>
Ability to communicate effectively with students, staff, outside agencies and members of the public	✓		<b>I / R</b>
Ability to manage working time effectively and to develop professionally	✓		<b>I / R</b>
Good customer service skills and excellent telephone manner	✓		<b>AF/I</b>
Ability to record data accurately and undertake data processing	✓		<b>AF/I</b>
An understanding of and commitment to maintaining General Data Protection Regulations and confidentiality	✓		<b>AF/I</b>
Willingness to undertake continued professional development	✓		<b>AF/I</b>
Ability to demonstrate a willingness to improve own practices and methodologies through the utilization of available information	✓		<b>AF/I</b>

# INTERVIEW PROCESS

## Finance Assistant

### Selection process

Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised.

The interview process will consist of a college tour, pre-interview task/s and a formal interview. Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our HR Team via email: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

Referees will be contacted at the point of offering an interview.

## Onboarding

### Appointment

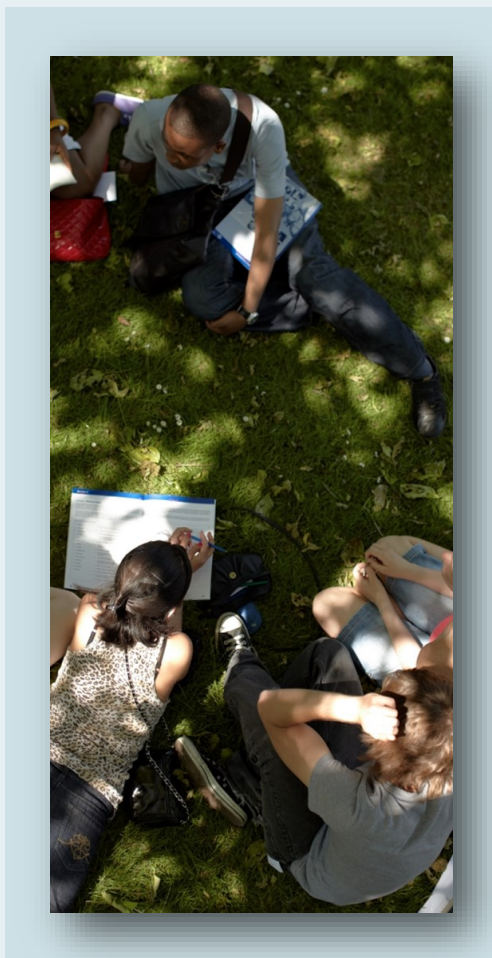
If you are successful in interview, you will be conditionally offered the position dependent on:

- **Proof of ID**  
List items requested here (originals must be provided, not photocopies)
- **References**  
Satisfactory references received prior to interview
- **Qualifications**  
Proof of relevant educational and professional qualifications / certificates (originals must be provided, not photocopies)
- **Satisfactory enhanced DBS clearance**
- **Medical check**
- **Successful probationary period**

## Newly Appointed Staff

New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and HR. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college. Ensuring a smooth start through the initial few weeks and months in their new role.



## TIMELINE

### Finance Assistant

To apply for this post, please visit our website at [www.shc.ac.uk/vacancies](http://www.shc.ac.uk/vacancies) or download the application form via the TES or FE Jobs. Alternatively, you can email our HR department for an application form at [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

Completed applications to be sent to: [hrteam@shc.ac.uk](mailto:hrteam@shc.ac.uk)

<b>Closing date for applications:</b>	10th December 2024
<b>Shortlisting:</b>	11th December 2024
<b>Interviews to commence:</b>	Soon after shortlisting
<b>Start date:</b>	ASAP

Informal discussion regarding the post and a visit to the college are welcome. Please contact our HR Department for further information.

Telephone:	020 83199725
Email:	<a href="mailto:hrteam@shc.ac.uk">hrteam@shc.ac.uk</a>
Website:	<a href="http://www.shc.ac.uk">www.shc.ac.uk</a>



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