

15 December 2023

Dear Candidate

Thank you for your interest in applying for the position of Finance Officer at Acland Burghley School.

I enclose a pack containing:

1. Job advert
2. Job Description and Selection Criteria
3. Where to find us
4. Latest Ofsted information

The application form is available at [www.aclandburghley.camden.sch.uk](http://www.aclandburghley.camden.sch.uk) in the employment opportunities section.

Please return your completed form to [recruitment@aclandburghley.camden.sch.uk](mailto:recruitment@aclandburghley.camden.sch.uk) or post to the school address.

I look forward to receiving your completed application form and a statement of no more than 2 sides of A4 by 9am on Wednesday 17 January 2024. Interviews will be taking place on Tuesday 23 January 2024. Please ensure that your statement demonstrates how you meet the requirements in the person specification. We do not accept CVs.

We will acknowledge your application and hope to meet you. However, if you do not hear from us before the interview date you should assume that your application has been unsuccessful.

The school is committed to the protection and safety of children and young people. We expect all staff to share this commitment. Any position offered at the end of the interview process will be subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, Pre-employment medical screening, online vetting checks and satisfactory references. If you work in a school, one of your referees must be your current or most recent Headteacher.

Thank you for your interest in Acland Burghley School. I look forward to hearing from you.

Yours sincerely

Michelle Lineham  
HR Manager

**Headteacher Nicholas John**

Burghley Road London NW5 1UJ      t.020 7485 8515  
e.info@aclandburghley.camden.sch.uk      w.aclandburghley.camden.sch.uk





## Finance Officer

**35hrs per week, term-time + 3 weeks (42 weeks in total)**

**Scale SO1 points 22- 25 (actual starting salary £35,057 per annum)**

**Required for January 2024**

Acland Burghley School is looking to appoint an outstanding Finance Officer with a keen eye for detail to work as part of our well-established Finance and HR team, following the promotion of the current postholder. This is a key role in our school, working closely with the Site Team, Central Administration Team, senior leaders and budget holders, to provide effective and efficient management of school finances.

The successful candidate will be highly organised with excellent interpersonal and communication skills, and the ability to use a variety of systems and databases. They will be passionate about developing opportunities for young people and share our ambition to make Acland Burghley an outstanding school.

We are an outward looking school, working in close partnership with other local schools, which can lead to a wide range of opportunities for professional development. We are part of a strong local network of school finance professionals.

The post would be suitable for candidates with experience in a school finance related role, or a finance professional with an understanding of the sector. The post is based within a strong and supportive team that is integral to the successful running of our school.

Situated close to Hampstead Heath in the heart of North London, Acland Burghley is a mixed, inclusive, community comprehensive that enjoys high levels of parental support and a close collaborative relationship with other local schools. It is part of the popular and highly successful LaSWAP post-16 consortium with Parliament Hill, La Sainte Union and William Ellis Schools.

We expect all staff to share the school's commitment to the protection and safety of children and young people. This post is subject to an enhanced DBS check and online check.

An application form and details of this post are available on our website by following this link: [Acland Burghley School - Employment opportunities](#) or by contacting the school by phone or email. To arrange an informal telephone conversation, please email Alex Goldring, our Business Manager at [agoldring@aclandburghley.camden.sch.uk](mailto:agoldring@aclandburghley.camden.sch.uk). Please note: we do not accept CVs.

**Closing date:** 9am Wednesday 17 January 2024

**Interview date:** Tuesday 23 January 2024

**Acland Burghley School, Burghley Road, London NW5 1UJ**

☎ 0207 485 8515

W: [www.aclandburghley.camden.sch.uk](http://www.aclandburghley.camden.sch.uk)

E: [recruitment@aclandburghley.camden.sch.uk](mailto:recruitment@aclandburghley.camden.sch.uk)

London Borough of Camden  
Acland Burghley School

JOB PROFILE

FINANCE OFFICER

<b>POSITION TITLE:</b> Finance Officer	<b>DIRECTORATE:</b> Children Schools & Families
	<b>DIVISION:</b> Acland Burghley School
<b>PAY LEVEL: SO1</b>	<b>SECTION:</b> Finance & HR Team
<b>REPORTS TO: Business Manager</b>	
<b>STAFF SUPERVISED: None</b>	

**JOB PURPOSE**

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To provide effective and efficient management of school finances and ensure that financial procedures are followed.

To support budget holders and other staff to ensure value for money is achieved at all times.

To ensure the smooth operation of the finance function of the school so that financial deadlines and audit requirements are met.

## MAIN DUTIES AND RESPONSIBILITIES

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### Finance

- Contribute to the development of financial procedures, policies and effective systems of financial accountability and control.
- Advise and support budget holders and other staff with financial management and procedures to ensure the school achieves best value and adheres to financial regulations.
- Responsible for the maintenance and operation of financial management systems.
- Assist the Business Manager in reviewing financial management systems and implementing new ones where appropriate.
- Maintain accurate and up to date financial records in order to provide an audit trail for all transactions
- Monitor salaries, expenditure and income against the agreed budget, reporting potential variances and updating budget planning software as required.
- Obtain quotations for goods and services as required.
- Check orders are accurately input on accounting software with correct coding, and authorise up to delegated level.
- Maintain an up to date list of budget holders with signatures.
- Ensure debtor and creditor details are correct and up to date.
- Deal promptly with queries from suppliers regarding deliveries and payments, and ensure timely payment of invoices.
- Responsible for payment of invoices, and processing credit card, central fund payments and journals.
- Responsible for the operation of petty cash systems, including authorising claims, ensuring accurate records are maintained and security of cash.
- Responsible for the reconciliation of bank, petty cash and central funds.
- Responsible for finance related aspects of school trips and the enrichment programme, including getting quotes for travel, checking insurance is in place, ensuring collection of monies from students, ensuring mobile phones are topped up and available, liaising with colleagues, maintaining up to date, accurate records of payments and subsidies given by the school.
- Responsible for setting up trips and products on the school cash office system, making them available for parents to purchase online and reconciling to accounting software and the bank account.
- Produce reports for online transactions for school related income, informing departments of purchases made by parents.
- Ensure adherence to school financial procedure and statutory guidelines with regard to VAT and payments to individuals, including carrying out IR35 checks, and advising staff where necessary.
- Responsible for banking adhoc income as required, reimbursements for petty cash, ordering monies into school as required and maintaining accurate records.
- Make online payments using the school credit card, in line with the school's procedures.
- Monitor the use of school Oyster cards, ensuring they are returned to the office in a timely manner and used for school purposes only.

- Provide half termly cost centre reports to budget holders and excel reports as required to monitor expenditure and specific budgets.
- Raise invoices on finance software and reconcile payments to the bank.
- Accurately record all non-invoiced income to the school, including monies raised for charities, and reconcile to the bank.
- Check invoices for accuracy including supplier details and amount to safeguard against errors.
- Complete quarterly and other returns for the local authority, prepare year end accruals and assist the Business Manager with year-end processes as required.

### **General**

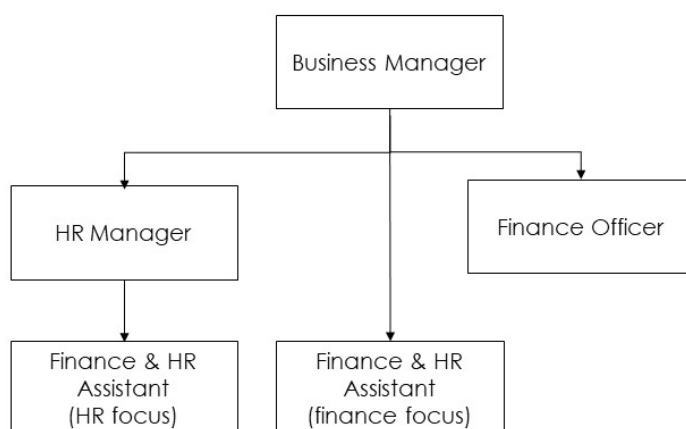
- Work as part of a team to deliver the varied tasks across the school, showing flexibility to meet the demands required.
- Produce, maintain and share up to date "how to" guides for all key aspects of their role in order that others can cover in their absence.
- Establish and maintain good relationships with all colleagues, students, parents/carers, suppliers, contractors and outside agencies.
- Participate in school events such as open mornings and contribute to promoting the school to the wider community.
- Provide excellent customer service at all times.
- Show commitment to their continued professional development and performance management.
- Undertake INSET and training and participate in appropriate school meetings.
- Undertake specific Office Duties in the event of a fire evacuation or other emergency as described in the Fire Evacuation Procedure.
- Undertake any other duties, appropriate to the grade, which may be required as directed by the Business Manager or Headteacher.

**Note:** All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

## STRUCTURE CHART

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### Finance & HR Team



## WORK ENVIRONMENT

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The post holder will be located in the Finance & HR Office with their team.

This is a term time plus INSET days plus 3 weeks post (42 weeks per year). The post holder is required to work 35 hours per week spread across five days, with standard hours of 8.30am-4.30pm, with an hour for lunch. The post holder will be expected to be flexible in their hours in order to meet business needs, including supporting at after school events as required.

The post holder is required to work to regular deadlines on a weekly basis; the post holder's work will have frequent daily interruptions due to staff queries.

The post holder will be required to be flexible to adapt to changing and conflicting priorities which are outside the post holder's control on a weekly basis.

Much of the post holder's work is of a confidential nature, demanding a suitable level of security including, for example, a clear desk policy.

The post holder will be responsible for organising and prioritising their own workload.

The post will require prolonged periods of data entry throughout the working day.

Post holders are required to work on all INSET days.

Post holders are required to hold an enhanced DBS disclosure.

Post holders will be expected to work to deadlines as they arise. Guidance and time management advice will be provided by their line manager.

Post holders are expected to adhere to all school policies and procedures.

## WORK CONTEXT

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### **Communications and working relationships**

- The post holder is regularly required to work closely and have strong relationships with all members of the Finance & HR team and to make positive contributions to team meetings.
- The post holder may be required to work closely with the Headteacher, senior leadership team, other support staff managers, year team leaders, student progress leaders, heads of faculty and heads of departments as the need arises.
- Communications into and out of the Finance & HR Team should be treated as confidential.
- The post holder will be required to liaise with all staff on a daily basis, providing excellent customer service.
- The post holder will be required to communicate regularly with parents and students on behalf of the school.
- The post holder will be required to liaise with external agencies in relation to procurement enquires.

### **Innovation (decision making and creativity)**

- The post holder will be expected to use initiative, including making suggestions for improvements and exercise judgement in determining priorities for themselves.
- The post holder will also be expected to have flexibility to adapt to changing school priorities.
- The post holder will be prepared to develop new skills and working methods in order to effectively respond to changing school needs, under the guidance of the Business Manager.
- Creative and innovatory thinking is required in designing and producing finance related reports.
- Contribute to the development of financial procedures and policies.
- The post holder is required to make recommendations to the Business Manager to ensure smooth running of the finance function.

### **Resource management**

- The post holder is responsible for ensuring the security of cash held on site and their school credit card on a daily basis.
- The post holder is responsible for ensuring best value achieved through procurement of goods on a daily basis.
- The post holder will support staff in selecting appropriate suppliers for resources, ensuring best value.

### **Equal Opportunities statement**

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **Safeguarding**

The post holders' responsibility for promoting and safeguarding the welfare of children and young people for whom they comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holders become aware of any actual or potential risks to the

safety or welfare of children in the school, they must report any concerns to their Line Manager or the School's Designated Safeguarding Lead.

**Commensurate statement**

The post holder must demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to undertake any other reasonable duties not specifically identified in the job profile but commensurate with the scope, grade and responsibilities of the post as determined by the manager.

## QUALIFICATIONS

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Essential:

- GCSE maths and English at grade C or above, or the equivalent.

Desirable:

- Studying towards AAT or equivalent finance qualification.

## KNOWLEDGE

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Essential:

- Knowledge of financial management and accounting procedures.
- Knowledge of Word, Excel and financial management systems e.g. FMS.
- Able to demonstrate a good standard of literacy and numeracy.
- Commitment to working within the School's aims with regard to safeguarding, equal opportunities and raising achievement.
- Able to handle confidential information with complete discretion.
- A genuine interest in education and being part of the school community.
- An understanding of the issues that may affect young people.
- An understanding of Health and Safety in the workplace and a willingness to undertake any training that may be required.

Desirable:

- Knowledge of the guidelines with regard to financial standards, VAT and payments to individuals.
- Knowledge of Bromcom or equivalent database experience.

## SKILLS

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Essential:

- Accurate keyboard skills and attention to detail.
- Excellent IT skills, including MS Word, Excel and Outlook.
- Outstanding interpersonal skills and ability to communicate effectively, both orally and in writing; able to deal with students, staff, parents and other visitors to the school in a professional calm, polite and friendly and helpful manner.
- Ability to work on own initiative and prioritise tasks.
- Ability to establish and maintain effective relationships with staff, students and parents.
- Ability to work under pressure and deal with competing demands.
- Ability to maintain accurate records and filing systems.

## EXPERIENCE

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Essential:

- Experience of working within a financial environment.
- Experience of working in a customer service role.
- Experience of working within a team environment and the flexibility that this may at times require.

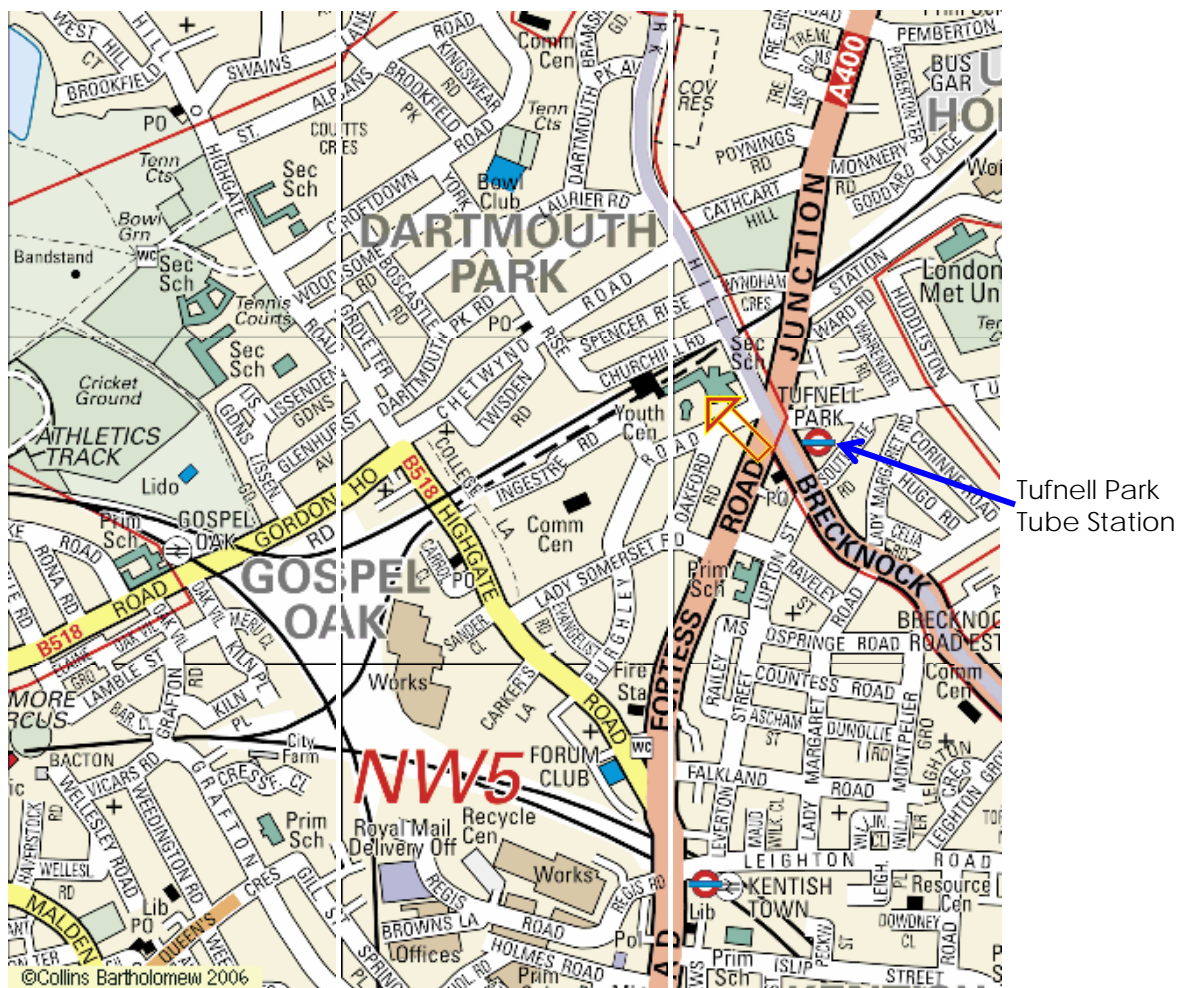
Desirable:

- Experience of working within a school or similar environment with vulnerable people.

## Where to find us

The school stands on the border of Camden with Islington. It is close to Tufnell Park underground station and to Kentish Town (Thameslink) and several bus routes pass nearby. Car parking space is not available on the school site.

The nearest tube station is **Tufnell Park** (Northern line – High Barnet or Mill Hill East branch). The nearest train station is **Gospel Oak** (London Overground) which is a 15 minute walk from the school.



Acland Burghley School  
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[recruitment@aclandburghley.camden.sch.uk](mailto:recruitment@aclandburghley.camden.sch.uk) (application enquiries)  
w [www.aclandburghley.camden.sch.uk](http://www.aclandburghley.camden.sch.uk)

# Inspection of a good school: Acland Burghley School

Burghley Road, London NW5 1UJ

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Inspection dates:

18 and 19 October 2023

## Outcome

Acland Burghley School continues to be a good school.

## What is it like to attend this school?

Leaders have developed an inclusive community in which all pupils feel welcome. Staff know pupils very well, which ensures they are safe. Leaders have high expectations for all pupils, including those with special educational needs and/or disabilities (SEND).

Pupils behave well during lessons and around the school site. On the rare occasions when low-level disruption occurs, teachers use clear systems to address it. Pupils enjoy school. They are enthusiastic, happy and take pleasure in learning.

Pupils take part in a range of wider opportunities in the school. These include clubs for creative writing, debating and coding. Students in the sixth form are encouraged to plan and deliver their own clubs for younger pupils in the school. Pupils take part in leadership opportunities, including the student council, the diversity group, and eco-warriors.

There is a wide range of music and sporting opportunities. These include a variety of sports clubs and competitions, choirs and ensembles, and a partnership with a professional orchestra. Pupils have further opportunities to develop their characters through delivering assemblies. They also create podcasts and take part in regular in-class debates.

## What does the school do well and what does it need to do better?

Leaders have developed a curriculum that is ambitious and in line with the expectations of the national curriculum. They have identified the key knowledge and skills they want pupils to learn. The curriculum progressively builds on pupils' knowledge over time.

Teachers have strong subject knowledge and present information clearly during lessons. They make adaptations to ensure that pupils with SEND can access the same ambitious curriculum. Staff match work for pupils to their individual needs, including a personalised curriculum for those with more complex needs.

Sometimes, teaching does not check or deepen pupils' understanding before moving on to new content. This means that, on occasion, pupils do not commit knowledge to their long-term memories.

Staff swiftly identify pupils who may struggle to read when they join the school. They identify pupils' individual needs and put in place bespoke support quickly. This ensures that pupils make rapid improvements in their fluency and confidence in reading. A range of strategies are in place to promote a love of reading. Pupils all read regularly in school, including during library lessons, tutor periods and whole-school reading events. Leaders ensure that pupils with SEND receive strong support with their reading.

Pupils generally demonstrate positive attitudes to their learning. Typically, they take great care over their work and produce work of a high quality. On occasion, pupils lose focus in class. Sometimes, staff do not ensure that they support pupils to concentrate on their learning consistently well. Leaders support pupils to have high attendance. They have robust and bespoke procedures in place to enable pupils to attend regularly.

Leaders have designed a comprehensive and well-planned personal development curriculum. This helps pupils to develop an understanding of how to stay safe and healthy. Staff are highly effective at assessing pupils' understanding of these topics. They put in place bespoke support, sometimes using external providers, to support any pupil who needs to deepen their understanding.

Leaders provide a broad range of outings, in which all pupils participate. All pupils, including pupils with SEND, are involved in these opportunities. This helps to enrich pupils' broader personal and cultural development. These include visits to concerts, museums and an outdoor activities centre.

Leaders make sure that all pupils access high-quality careers, advice and guidance. The school welcomes a range of external speakers, including employers and speakers from universities. A variety of talks and workshops ensure that pupils are well informed of their future options and build important employability skills. Students in the sixth form receive high-quality guidance to support their future education and employment.

Leaders look after the health and welfare of staff. They are conscious of the pressures of workload and explore strategies to minimise this where possible. Leaders have built strong working relationships with parents and the local community.

## **Safeguarding**

The arrangements for safeguarding are effective.

## **What does the school need to do to improve?**

### **(Information for the school and appropriate authority)**

- On occasion, teaching does not check pupils' understanding and identify misconceptions consistently well. This means that, sometimes, pupils are not fully

ready to learn new content and commit knowledge to their long-term memories. Leaders should develop the expertise of all teachers so that they consistently identify and address any gaps in pupils' understanding.

- On occasion, staff's expectations of pupils are not high, including in keeping all pupils attentive in lessons. As a result, some pupils do not demonstrate a consistently positive attitude to the quality of their work. Leaders should ensure that all staff have consistently high standards for the quality of work produced and support pupils to focus and concentrate.

## Background

When we have judged a school to be good, we will then normally go into the school about once every four years to confirm that the school remains good. This is called an ungraded inspection, and it is carried out under section 8 of the Education Act 2005. We do not give graded judgements on an ungraded inspection. However, if we find evidence that a school would now receive a higher or lower grade, then the next inspection will be a graded inspection, which is carried out under section 5 of the Act. Usually this is within one to two years of the date of the ungraded inspection. If we have serious concerns about safeguarding, behaviour or the quality of education, we will deem the ungraded inspection a graded inspection immediately.

This is the first ungraded inspection since we judged school to be good in March 2018

## How can I feed back my views?

You can use [Ofsted Parent View](#) to give Ofsted your opinion on your child's school, or to find out what other parents and carers think. We use information from Ofsted Parent View when deciding which schools to inspect, when to inspect them and as part of their inspection.

The Department for Education has further [guidance](#) on how to complain about a school.

## Further information

You can search for [published performance information](#) about the school.

In the report, '[disadvantaged pupils](#)' is used to mean pupils with special educational needs and/or disabilities (SEND); pupils who meet the [definition of children in need of help and protection](#); pupils receiving statutory local authority support from a social worker; and pupils who otherwise meet the criteria used for deciding the school's [pupil premium funding](#) (this includes pupils claiming free school meals at any point in the last six years, looked after children (children in local authority care) and/or children who left care through adoption or another formal route).

## School details

<b>Unique reference number</b>	100053
<b>Local authority</b>	Camden
<b>Inspection number</b>	10289763
<b>Type of school</b>	Secondary
<b>School category</b>	Community school
<b>Age range of pupils</b>	11 to 18
<b>Gender of pupils</b>	Mixed
<b>Gender of pupils in sixth-form provision</b>	Mixed
<b>Number of pupils on the school roll</b>	1,163
<b>Of which, number on roll in the sixth form</b>	267
<b>Appropriate authority</b>	The governing body
<b>Chair of governing body</b>	Kim Issroff
<b>Headteacher</b>	Nicholas John
<b>Website</b>	<a href="http://www.aclandburghley.camden.sch.uk">www.aclandburghley.camden.sch.uk</a>
<b>Date of previous inspection</b>	March 2018

## Information about this school

- The school uses five alternative providers.
- The school meets the requirements of the provider access legislation, which requires schools to provide pupils in Years 8 to 13 with information and engagement about approved technical education qualifications and apprenticeships.

## Information about this inspection

- This was the first routine inspection the school received since the COVID-19 pandemic began. Inspectors discussed the impact of the pandemic with the school and have taken that into account in their evaluation of the school.
- Inspectors met with the headteacher, members of the senior leadership team, and a range of staff. They also met with members of the governing body and a representative from the local authority.

- The inspectors carried out deep dives in the following subjects: art, mathematics, science and history. For each deep dive, inspectors spoke to subject leaders, visited a sample of lessons, spoke to teachers, discussed with pupils, and looked at samples of pupils' work. The curriculum in other subjects was also considered.
- To evaluate the effectiveness of safeguarding, inspectors: reviewed the single central record; took account of the views of leaders, staff and pupils; and considered the extent to which the school has created an open and positive culture around safeguarding that puts pupils' interests first.
- Inspectors considered the views of parents, pupils, and staff, including through responses to Ofsted's online surveys.

### **Inspection team**

Simon Conway, lead inspector

His Majesty's Inspector

Ed Simmons

Ofsted Inspector

Sam Johnson

His Majesty's Inspector

The Office for Standards in Education, Children's Services and Skills (Ofsted) regulates and inspects to achieve excellence in the care of children and young people, and in education and skills for learners of all ages. It regulates and inspects childcare and children's social care, and inspects the Children and Family Court Advisory and Support Service (Cafcass), schools, colleges, initial teacher training, further education and skills, adult and community learning, and education and training in prisons and other secure establishments. It assesses council children's services, and inspects services for children looked after, safeguarding and child protection.

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