



**OVERTON GRANGE SCHOOL**

**Finance Administrator  
Recruitment Pack**



**Overton Grange School, 36 Stanley Road, Sutton, SM2 6TQ**

**COMMUNITY | INSPIRATION | SUCCESS**

# Letter from the Headteacher

Thank you for your interest in applying for the position of Finance Administrator. This role is a key position in the school, its growth and future developments. The successful candidate will join a team of highly motivated and talented colleagues across the rest of the school.

This is an exciting time to be joining our school as we continue our journey towards excellence in everything we do and providing the necessary support for all our students to be successful when making the next step. This post is instrumental in achieving our vision over the coming years whilst responding to the ever-changing educational issues.

In December 2024, the school was judged by Ofsted as 'Good' with many strengths and some areas that require improvement. We are proud of particular areas of the report which include:

- Pupils behave well during lessons and around the school's site. Improved systems are in place to support staff when any low-level disruption takes place. Pupils are polite and courteous and enjoy being in school. They are well supported by staff.
- The school is a community where everyone is treated fairly and equally, and where pupils feel valued. Positive working relationships exist between staff and pupils. This ensures pupils feel safe. The school has experienced some turbulence, but leaders have now established stability and recent changes are having a positive impact

We are delighted that at our continuous journey of self-improvement has seen many reviews that recognise our many strengths, and we look forward to our next visit from Ofsted. We have a strong, dynamic and committed staff. Collaboration between all areas of the school is strong and staff well-being is a constant priority for all leaders.

The culture of the school has a strong ethical stance, core values and ethos to inspire individuals in the school to develop as global citizens and to be the best they can be. Our core values are Community Inspiration and Success and we are proud that this is clearly 'lived and breathed' in all areas of the school.

We are looking for a person with integrity who is genuinely committed to improving the life chances of young people and adults, not only in the school but also in our community.

Please contact the school if you would like to discuss the role or would like to visit. We look forward to receiving your application.



**Chris McNab**

# The Application Process

The closing date for applications is: **Friday 30<sup>th</sup> May 2025**

Interviews for shortlisted candidates will take place on: **w/c Monday 2<sup>nd</sup> June 2025**

## General discussions

For an informal chat about the role and the school, or to arrange a visit, please contact Karen Brown, the School Business Manager, on: [k.brown@overtongrange.sutton.sch.uk](mailto:k.brown@overtongrange.sutton.sch.uk)

## How to apply:

Please ensure you complete the application form clearly addressing the person specification. This should be returned to the Headteacher's PA, Samantha Robinson by **10am on the closing date** at [s.robinson@overtongrange.sutton.sch.uk](mailto:s.robinson@overtongrange.sutton.sch.uk)

**All applications will be acknowledged on receipt.**



**COMMUNITY | INSPIRATION | SUCCESS**



## Our Vision

The vision of Overton Grange School is to provide a safe, challenging, and happy community which prepares learners of today for the demands and opportunities of tomorrow. Alongside the underpinning values of Community, Inspiration and Success, we believe this is experienced by all stakeholders on a daily basis.

The staff's dedication, the students' positive attitude, and our parents' commitment are the cornerstones of Overton Grange School. As a school, we are excited to build upon these strengths and foster a culture of continuous self-improvement, to enrich our learning environment. As such, we will continue to maintain high expectations, focusing on engagement in lessons, student behaviour and positive relationships.

We are committed to nurturing confident, successful learners, and encouraging all our young people to make the most of opportunities that are provided throughout their educational journey. Our curriculum is at the heart of our students' journey at the school and we consistently look to ensure that our provision allows every student to achieve their potential.



**COMMUNITY | INSPIRATION | SUCCESS**

# Job Description

|                   |  |
|-------------------|--|
| <b>JOB TITLE</b>  | Finance Administrator  |
| <b>REPORTS TO</b> | School Business Manager  |
| <b>START DATE</b> | 1 <sup>st</sup> September 2025   |
| <b>SALARY</b>     | APT&C 5/6 point 11 – 20 (£31,074 - £35,448) FTE*   |
| <b>HOURS</b>      | 36 per week - Monday to Friday 8.15am – 4.00pm** (which includes an unpaid 30 minutes break) Term time (to include 5xINSET days)<br>+2 weeks = 41 weeks per year |

\*Pay award pending

\*\*There may be some flexibility on hours for a suitable candidate, if you are interested in applying please state any request at the time of application.

## Key Responsibilities:

- Assisting the School Business Manager with all aspects of the development and effective operation of the finance function of the school;
- Assisting the School Business Manager with operating and monitoring all school accounts and budgets, ensuring the accurate recording and reconciliation of transactions;
- Assisting the School Business Manager with all aspects of payroll and pension administration including monthly and annual returns;
- Coordinating and completing administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services;
- Undertaking general finance office duties as required.

## Job Specification

### Operational

- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors;
- To provide efficient finance and administration assistance to Line Manager and budget holders;
- To maintain and update both manual and computerised records, information and filing systems, in line with audit requirements; ensuring that all administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports. In particular, but not limited to, those relating to finance including recording expenditure, income, payroll information, authorised signatories list, invoices, petty cash vouchers, cheque books.

- To deal with correspondence promptly and as required including distribution of invoices received, payment queries, communication received from suppliers, contractors and the bank. Liaising as necessary with suppliers, contractors, other schools and organisations, budget holders in order to attend to queries as required by Line Manager;
- To assist in the setting up and maintaining of archive files and historical data;
- To assist Line Manager in the co-ordination of the annual audit, liaise with Auditors and assist with preparation of information
- Enter the annual budget onto SIMS.FMS making adjustments to profiling as required;
- Calculating department annual budgets and advising relevant Heads of Department producing reports for budget holders;
- Check monthly allocations from EFA and LA and enter on SIMS.FMS;
- To line manage the Finance Assistant, ensuring all orders are processed in a timely manner, ensuring sufficient funds are available beforehand, receive delivered goods and deal with invoices;
- To process payments once appropriate invoice authorisation has been obtained, ensuring BACS payments are authorised by relevant signatories;
- To manage users on the online banking system ensuring that access rights are removed and cards destroyed for any leavers;
- To complete bank account reconciliations on a monthly basis managing any queries and reporting any issues to Line Manager;
- Issuing invoices/credits for lettings and ad hoc items on a monthly basis, ensuring payments are received promptly;
- Process inter-departmental costs and income;
- To assist in the establishment of a list of approved contractors and suppliers to ensure best value;
- Process orders for purchases made using the school credit card. Monitor expenditure and reconcile monthly statement;
- Using the school's online payment system (currently ParentPay):
  - process all payments made through the online system ensuring that the weekly payment received is accurate;
  - To update the student online payment system on a regular basis issuing usernames and passwords to new students and resetting passwords as required
- Monitor parental contributions for trips and visits made via the online platform, ensuring that payments dates and instalments are adhered to and making contact with parents by phone and letter regarding any outstanding payments;

- Advise party leaders on all financial aspects of the trips;
- Ensure payments to travel companies, theatres etc are made in good time to avoid any unnecessary expenditure;
- Arrange for the provision and collection of foreign currency, in some instances it may be necessary to collect this;
- Produce final accounts for each trip and arrange reimbursement of excess funds as required;
- Ensure the safe cash limits are not exceeded and that all cheque books, credit/charge cards and BACS authorisation cards remain secure;
- To ensure the safe receipt, handling and banking of occasional monies and cheques received. Manage termly collections for mufti/charity days as applicable, ensuring all donations are recorded and safely stored; then taken to the bank for processing;
- Submit termly Gift Aid;
- To complete VAT 126 submittal forms and send to HMRC on a monthly basis, ensure payment is duly received and recorded;
- Manage the insurance scheme for supply cover ensuring that claims are submitted on a monthly basis with all appropriate paperwork and that staff submit fitness certificates promptly and in time for each claim;
- To provide assistance to staff with regard to finance issues e.g. placing and following up orders, advising on best value, giving details of alternative suppliers;
- Process all petty cash expenditure ensuring all receipts attached and authorised by Line Manager, distribute monies to staff and reconcile on a monthly basis;
- To contribute to the evaluation and development of financial systems and procedures and assist Line Manager as necessary with the review and update of the school's financial management manual;
- Check and update FSM records for students;
- Act as liaison between parents, Headteacher and Governing Body on cases of hardship requiring financial assistance.

### General

- To attend relevant meetings and training sessions where appropriate;
- To keep abreast of developments and changes in fields relevant to role and communicate to staff as required;
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher and Governors shall from time to time reasonably require.

## The ideal candidate will have:

### Essential

- previous financial experience and knowledge of financial and accounting procedures is essential
- Someone with clear potential to learn and improve
- An advocate for young people
- Innovative, creative, resilient and dynamic
- An excellent communicator who has a positive attitude to life and work
- To learn and understand the school's ethos and have the ability to promote this
- To learn and understand the school's safeguarding procedures and have the ability to ensure compliance with the school's child protection policy

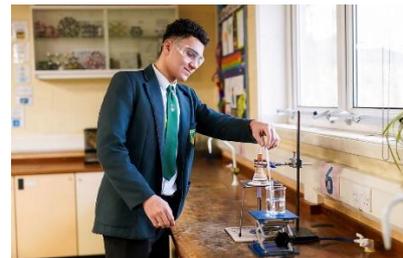
### Desirable

- Experience in the use of SIMS, FMS or other accounting packages
- Experience in using or setting up spreadsheets

Overton Grange School welcomes applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our students, as well as from both newly qualified and more experienced teachers.

Overton Grange School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Appointment is subject to a satisfactory occupational health medical report, two suitable references, an enhanced DBS report and an online social media check.



**COMMUNITY | INSPIRATION | SUCCESS**