

# Finance Support Assistant

*WSCC NJC Grade 4 £16,415 - £16,743 pro rata  
(Full time equivalent £19,312 - £19,698)  
Temporary maternity cover for 9-12 months*

# **St Andrew's**

NIHIL SINE LABORE





## Welcome from the Headteacher



Dear potential applicant,

Having started as Headteacher at St Andrew's in January of this year, I am excited to have joined at a key point in the school's journey. We have not only welcomed girls for the first time in September 2021, but have also developed

the breadth and depth of our STEM curriculum. With significant investments being made in the school, we are presented with an opportunity for real innovation and change.

St Andrew's is a school that has love at its core. You see it in the relationships between staff and students; both in the classrooms and the corridors; and in the excellent pastoral care that every student is given. I have heard many describe being part of our school community as being like 'family'; both giving and receiving unrelenting love. Our core Christian values run through all that we do, both in daily life and in strategic development.

We have the highest expectations and aspirations for all members of our community, and accept nothing less than an individual's best. We recognise that we are all unique, with unique training and developmental needs – and we aim to give every staff member the best CPD to enable them to reach their career goals, no matter what that goal may be.

Our curriculum is broad and balanced, and enables all students to develop a love of learning alongside focusing on their academic rigour. As we continue to grow, our enrichment offer grows with us – learning does not happen only within a classroom, and our extra-curricular offer continues to develop to reflect this.

We are looking to appoint a dynamic practitioner who has an aspirational vision that will inspire our young people and staff. We are driven to achieving excellence in all areas, with a keen focus on placing STEM, and its elements, as a key foundation of our whole school curriculum. The successful candidate will have a positive and solution focused approach, applying a 'can do' attitude to challenges that may be faced and a willingness to deliver teaching across the science facility.

It truly is an exciting time to join St Andrew's. With considerable change afoot, there is so much impact to be made as the school goes from strength to strength.

I would be delighted to show you around the school via a socially distanced tour and/or offer a chance to meet with me and the subject Line Manager. We appreciate the complexity of current site visits, and so are also able to offer a virtual meeting should that be preferred. Please do take some time to explore our website which contains our GCSE options sub-site, student focused website and details of our current curriculum models. To arrange a tour, or a Teams meeting, please contact my PA, Mrs Hyseni, via [head@sta-worthing.com](mailto:head@sta-worthing.com) or via telephone: 01903 820676 extension 204.

Finally, thank you for showing a provisional interest in joining our school. I hope you find this pack informative, and that it enables you to begin the process of applying to be a member of our community.



Mia Lowney  
Headteacher

## Why work at St Andrew's

### CPD

We believe that the development of our staff is fundamental to building and maintaining a progressive and innovative school. A staff cohort that are life long learners and have high expectations for themselves promotes this same aspirant culture within the students.

Staff are the most valuable resource within a school, and therefore ensuring that they are well supported and valued can only have positive effects on student learning and experiences.

At St Andrew's we also believe that shared practice enables staff to learn from one another; both from colleagues within our own community and those externally.

Here at St Andrew's, we aim to support staff in gaining the skills and drive to make the next step in their career, whatever that may be.

### Enrichment

Education is not simply a collection of grades obtained at the end of an examination course. Education is about holistic growth, cultural development and spiritual exploration.

The Enrichment programme at St Andrew's is continually growing to enable all students access to a range of experiences that may otherwise not be available to them. This includes trips to theatres, galleries and concerts; residential camping trips that develop character; sporting opportunities that aren't within the PE curriculum; charity expeditions abroad; and so much more.

The extra-curricular activities are growing year on year as our vision to ensure every single child has access to culturally rich experiences every academic year becomes more of a reality.

### Growth and change

St Andrew's is at an extremely exciting point of change on our journey. Welcoming girls for the first time in September, and therefore becoming a fully inclusive school, accompanies the broadening of our curriculum.

By placing a focus on the growth of STEM across our school as a whole, we believe we are better equipping our students for innovation and problem-solving skills that are crucial in the world of work. A new emphasis on a STEM curriculum will ensure our students develop the skills required to access the future jobs they will be applying for.

### Christian Life

Our core values are Trust, Resilience, Patience, Compassion and Kindness.

At St Andrew's we seek to personify agape love in all that we do to embody and share our core values in every interaction and action each day.

Love fundamentally requires respect to be shown and given to all, and responsibility to always be taken for our own actions. This necessitates forgiveness as we learn and grow together.

In accepting that love comes in many forms, and is not always 'soft', we strive to consistently, rigorously and respectfully make wise decisions that nurture, honour and give hope to all.

Our curriculum seeks to develop wisdom and enable all members of our community to reach the full limits of their God-given potential.

"It always protects, always trusts, always hopes, always perseveres. Love never fails."

1 Corinthians 13:7 (NIV)

## The Role: Finance Support Assistant

**37 hours per week.**

**Term time only + INSET days + 5 days in school holiday period (actual days to be agreed with Line Manager)**

**Temporary contract - January 2022 to cover maternity leave. Anticipate 9-12 month position**

A vacancy has arisen for a Finance Support Assistant to join our dedicated team and cover a period of maternity leave within the Business Support department.

The successful candidate will be a confident, proactive and highly organised individual who can provide administrative support to the team, with a core focus on financial administration and the organisation of school trips. They will relish variety in a role and thrive on working well under pressure and to tight deadlines

The ideal candidate will be:

- Qualified to A level standard, with Maths and English GCSE Grade C or above (or equivalent).
- Have recent experience of using a Management Information System (e.g. SIMS) and/or financial management software. However, full training will be available on the school's specific systems.
- Have experience of working in an office environment in an administrative or finance role
- Possess excellent customer service skills and have experience of dealing with the public.

This is a great opportunity to be part of a strong team that contributes to the effective running of the School.

## Job Description

### Finance (50%)

- Complete regular and routine finance administrative duties (including ordering, checking deliveries, invoice processing, including school meal provision, expenses and cheque/BACs payment runs)
- Record all items of petty cash expenditure and ensure the petty cash is reconciled on FMS
- Record all income into the school and maintain comprehensive records of income
- Complete the monthly Data Exchange
- Compile cost centre transaction data to faculty heads (monthly) including copying charges.
- Record all cash book journals and ensure that cost centre recharging is up to date
- Preparation of weekly and monthly bank and purchasing card reconciliation and allocation of associated receipts and payments
- Respond to routine enquiries from budget holders.
- Ensure any cash/cheques received in school is regularly banked

### Trips & Offers(40%)

- Support the EVC & Trip Leaders in managing the administration and co-ordination in relation to educational visits/offers & to liaise with all appropriate parties during the planning & organisation stages to ensure all procedures are followed correctly

This will include:

- support with compilation & approval of the trip budget;
- booking of venues, theatres, transport and ensuring payment and accurate data is provided as required;
- support with drafting and issuing letters to parents;
- co-ordination of payments via the electronic system - setting up offer on Squid and overseeing payment system for parents if instalments required

- Overseeing communications with parents & students, providing information of both day and residential trips and confirmation of places
- Collation of trip pack for leaders - ensuring (as required) complete sets of consent forms, medical forms, passport numbers & copies of passports and FA kit & school phone is always taken
- Advice and support to parents unable to afford educational visits. Liaison with PP/SEND teams regarding assessment of need and access to support funding in line with Charging & Remissions policy

### General Administration (10%)

- To undertake any other tasks as requested by Line Manager or Senior Management of the School in line with the grade and responsibilities of the post

### School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos while encouraging staff and students to follow this example.
- Actively promote the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate



## Person Specification

### SKILLS REQUIRED

Customer service skills: experience of dealing with the public both face to face and on the telephone	Essential
Experience of working in an office environment in an administrative role	Essential
Good communication skills both written and verbal	Essential
Experience of and familiarity with SIMS and/or schools Financial Management Systems	Desirable
Teamwork: the ability to work collaboratively with others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well	Essential
Excellent attention to detail	Essential

### KNOWLEDGE

Knowledge of good practice, policies and procedures in schools including Child Protection	Desirable
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### QUALIFICATION/ATTAINMENT

GCSE English & Maths pass or equivalent qualification	Essential
Hold a formal accounting qualification (e.g. AAT, CIPFA) or able to demonstrate equivalent experience	Desirable
SIMS and/or FMS experience	Desirable

### EXPERIENCE

Experience of working in Finance and Administration	Essential
Strong understanding of basic bookkeeping skills and accounts	Desirable
Experience of Excel as a competent user, confident with formulae	Desirable

### ATTITUDE/APPROACH

Possess a positive attitude and approach to change and development	Essential
Enjoy rising to the challenges inherent in a school environment	Essential
Ability to maintain confidentiality	Essential
Ability to be a problem solver who looks for solutions and innovations	Essential

## Application process

### How to apply

You will need to complete an Application Form – Non-Teaching Staff to be considered for this vacancy, alongside a covering letter explaining how you meet the job and person specification. Please see <https://www.tes.com/jobs/employer/st-andrew-s-c-of-e-high-school-1047892> for full details. This form should be submitted electronically to [hr@sta-worthing.com](mailto:hr@sta-worthing.com). All received applications will be acknowledged electronically. In compliance with Safer Recruitment guidelines, CVs cannot be accepted.

### Deadlines

Closing date for applications:

Friday 10th December 2021, 9:00 am

Interviews:

w/c 13th December

*We reserve the right to interview suitable candidates before the advertised closing date and recommend that you submit your application as soon as possible.*

### Meeting the team

Visits to the school so that you can meet the Leadership Team Line Manager and see the facilities we have available are welcomed. If you would like to arrange a visit, then please email: [hr@sta-worthing.com](mailto:hr@sta-worthing.com)

If you would like to have a chat with our Business Manager about the role then please call 01903 820676 and ask to speak to Mrs Claire Foot

St Andrew's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks and a DBS check.