



PAGET HIGH SCHOOL

FINANCE OFFICER

June 2024

www.paget.staffs.sch.uk

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Burton Road, Branston, Burton-on-Trent

FINANCE OFFICER



**37 hours - Termtime only + 2 weeks
Permanent
Grade 7 (£27803 - £31364,
£25376-£28627 pro-rata)**

We are seeking to appoint a Finance Officer to support the business manager in organising and delivering effective financial systems within the school.

We welcome applications from candidates who wish to work more flexible. Start and finish times, fewer hours or consolidated hours can be considered.

OUR SCHOOL COMMUNITY

Paget High School is situated in the Branston area of Burton upon Trent, with easy links to the A38. Our well maintained and equipped buildings are set in beautiful grounds that include an orchard and a working farm.

We serve a diverse community of approximately 700 students in Years 7-13.

Judged 'Good' by Ofsted in 2023, the governors and leadership team are determined that our students receive the best possible education.

We provide our staff with excellent ongoing professional development and are careful to consider wellbeing in our decision making.

You can expect excellent line management,, and a close and effective working relationship with the business manager and Headteacher.

HOW TO APPLY

You are welcome to have an informal conversation with a member of the team prior to applying, although this is not a requirement.

Please complete the application form, downloadable from the TES, WM Jobs or the school website and return to office@paget.staffs.sch.uk

Indicative Timetable

Closing Date: 9am 13th May

Interviews: 17th May

Paget 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. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

We will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

JOB DESCRIPTION

April 2024

Purpose of role

Organise and deliver effective financial systems within the school.

Support Financial Management and Administration

Manage and operate the accounting function according to agreed procedures.

Provide financial management information to senior leaders.

Monitor and undertake accounting procedures, resolving any problems, including goods and services procurement and payment, collection of fees and dues, recovery of debts, gifts and donations.

Prepare final accounts and liaise with auditors.

Obtain quotes and advise staff of best value.

Liaise with external suppliers, agencies, the local authority and companies.

Administer monies for school trips, including trips abroad.

Assist in the management of school lettings.

Manage the school fund.

Support General Administration

Undertake general clerical duties as and when necessary, for example switchboard, reception duties, typing, formatting of letters, maintenance of school website.

Support to the school

Promote and safeguard the welfare of students you come into contact with.

Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.

Contribute to the overall ethos, work and aims of the school.

Appreciate and support the role of other professionals.

Attend and support the role of other professionals.

Assist with pupil needs as appropriate during the school day, including first aid after appropriate training.

Assist with supervision of students during unstructured time.

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, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Education, Qualifications and Training

AAT intermediate, NVQ 3 Business and Administration or equivalent qualification or experience in a relevant discipline.

Experience

2 years experience working in an office environment at a senior level.

Knowledge

Effective use of ICT and other specialist equipment.

Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation.

Knowledge of how to plan and develop systems.

Organise, lead and motivate other staff.

Personal Qualities

Acts with integrity, enthusiasm and resilience.

Reflective and open to support.

Forms and sustains positive relationships with students, parents, colleagues and governors.

Excellent communication skills.

Prioritises, plans and organises themselves and others.

Excellent record keeping skills, attention to detail and presentation.