

NEWMAN CATHOLIC COLLEGE



Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, *"Everyone Counts, Everyone Contributes, Everyone Succeeds"* best encapsulates the ethos and values of the community we have established.

Job Description

Finance/Admin Assistant

Location:	Harlesden Road, London NW10 3RN
Department:	Finance Department
Responsible to:	School Business Manager
Hours:	36 Hours , 39 weeks - Term time plus 2 weeks
Salary:	Scale 5 Point 12 £28,443 pa - Scale 5 Point 17 £30,675 pa - pro rata including London Weighting

MISSION STATEMENT: 'Everyone Contributes, Everyone Counts, Everyone Succeeds'

PURPOSE OF JOB

- 1.1 Under the direction of the School Business Manager, to assist in the provision of a comprehensive financial support service to the school by undertaking a range of financial, administrative and clerical support functions.
- 1.2 Ensure financial procedures are in line with the principles of sound financial control and compliance with statutory requirements and deadlines from SBM/Headteacher/GB, LA and DfE and other agencies
- 1.3 To contribute to the overall ethos, work and aims of the school

DIRECTLY RESPONSIBLE TO School Business Manager

FUNCTIONALLY RESPONSIBLE TO Headteacher

PRINCIPAL ACCOUNTABILITIES AND RESPONSIBILITIES

- To assist with the operation and maintenance of the school's manual and computerised financial systems, updating financial records and assisting in the production of financial information and reports for the School Business Manager and Head teacher.
- To be responsible for the collection of all monies due to the school and the issuing of receipts e.g. for educational visits/workshops, after school clubs etc.
- To record all income collected on the schools financial information system/spreadsheets and prepare the necessary paperwork for banking on a weekly basis.
- To be responsible for the security of all cheque books and pre- printed stationery.
- To be responsible for filing, security and retrieval and the back- up of financial records.
- To be responsible for the recording, monthly reconciliation and security procedures for the petty cash account.
- To undertake routine accounting operations including the receiving and processing orders, checking and processing invoices and staff purchase. reimbursements and raising cheques for suppliers on the schools financial system (SIMS/FMS).
- To produce cost centre reports for budget holders and give advice regarding the monitoring of these budget figures on a timely basis.
- To assist teachers/ Teaching Assistants in preparing the costings for external educational visits and in school workshops and arranging transport (where required). To prepare a summary sheet for each completed trip/workshop to show full costs and income analysis.
- To maintain the records for the equipment /asset register for the school and to comply with the LA/Audit requirements.
- To assist the School Business Manager in ensuring the Health and Safety documents for the school are reviewed/updated on a regular basis to meet the requirements of the annual Health and Safety Return.
- To assist with the procurement of educational materials, equipment and services as required, having regard to value for money and ensuring that the most competitive prices are obtained for the school. To be responsible for checking the deliveries and chasing up any outstanding deliveries etc.
- To manage/market the schools lettings process, including the issuing of receipts and being proactive in chasing up outstanding debtors, ensuring premises left in good condition etc and looking to maximise future income generation for lets as required.

- To assist the School Business manager with annual, quarterly and monthly statutory reports/returns (e.g. SFVS) and to help prepare the supporting documentations to meet the deadlines set.
- To analyse the income paid via the parent pay system to enable prompt recording onto the schools financial information system (SIMS/FMS) or any other system.
- To undertake any clerical and general office duties, including filing, duplicating, photocopying, attending to visitors/ parents at the main reception desk and/or cover for reception as and when required to assist in the efficient operation of the school.
- To be responsible for the arrangements in preparation for the school parents evening.
- To undertake any other administrative duties appropriate to the grading of the post as required
- To comply with, and assist with the development of policies and procedures, and report all concerns to an appropriate person in respect of:
 - Safeguarding
 - Health, safety and security
 - Confidentiality, and
 - Data protection
- Ensure that the school's administrative systems contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- Liaison with SLT and teaching staff contribute to ensure equality of access to learning opportunities for all pupils.
- Undertake these duties within agreed school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.

Application process

Visits to the school are welcome and encouraged. Please get in touch with Tomcy Rohan, HR Manager at trohan@ncc.brent.sch.uk if you would like to arrange this. We would be more than happy to show you around, and answer any questions you may have in advance of the interview. Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear, enhanced DBS check.

Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted. Completed forms should be returned directly to

Newman Catholic College at the above address or via email to Tomcy Rohan, HR Manager at trohan@ncc.brent.sch.uk.

Closing date: 01st June 2026

Interview: 05th June 2026

PERSON SPECIFICATION –

Post Title: Finance/Admin Assistant

Please Note

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by the tick in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

	Method of Assessment		
	Application Form	Interview	Test
1. Abilities			
(a) Ability to operate a full range of specialist ICT and other resources and equipment.	✓		✓
(b) Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems.	✓		
(c) Ability to absorb and understand a wide range of information concerning the functions of the school.		✓	
(d) Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team	✓	✓	
2. Skills			
(a) Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers.	✓		✓
3. Knowledge			
(a) Full working knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation.	✓		
4. Education and Professional Qualifications Essential to the Post			
(a) AAT/NVQ level 3, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline	✓		

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	Method of Assessment		
	Application Form	Interview	Test
5. Experience			
(a) Successful experience of development, management and operation of administrative systems in an office environment	✓		
6. Equal Opportunities Relevant to the Post (Mandatory)	✓	✓	
7. Customer Care Relevant to the Post (Mandatory)	✓	✓	