



**Maria Fidelis**  
Catholic School FCJ

Headteacher: Mrs H Gill, BA (Hons), MA, NPQH

**RECRUITMENT OF**

**FINANCE AND HR OFFICER**

**TERM TIME ONLY (41 WEEKS), 3 DAYS PER WEEK**

**JANUARY 2020**



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## Welcome from Maria Fidelis Catholic School

Dear Colleague

Thank you for your interest in the role of Finance and HR Officer at Maria Fidelis Catholic School. We hope this pack will give you a great insight into our school and the role.

Our school began serving the local community in 1830 under the direction of Marie Madeleine D'Houet, founder of the religious order, the Faithful Companions of Jesus (FCJ).

Our vision is that FCJ schools are communities of personal academic excellence. Strong in companionship, the unique giftedness of every person is recognised, nourished and celebrated. Our hope and expectation is that each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

We believe we provide a truly special experience for our students and staff – not only of academic excellence but also an environment that is caring, supportive and focused on the uniqueness of every person.

In 2018-19 we merged our separate lower and upper schools into a brand new state of the art school on a single site between Euston and Kings Cross Stations. Our new building is fantastic – with fully equipped spaces for teaching and learning, new technology and systems to support 21<sup>st</sup> century learning.

This is a new post and the post-holder will work closely with the Deputy Business Manager to provide finance and HR support for the administration function. Our team is small and friendly and everyone works hard to ensure we meet the needs of staff, pupils, parents and other stakeholders. The role will be fast-paced, interesting and varied as no two days are the same! We also continually strive to improve our administrative procedures and the post-holder will have the initiative and drive to suggest and implement improvements where necessary.

This role is offered on a term time only basis (of 41 weeks per year which is Term Time only plus 2 weeks) for 3 days a week within core hours of 8.30am to 4.30pm. Hours/days can be flexible to a degree.

For a confidential and informal conversation to discuss this opportunity please contact Sarah Ewins (School Business Manager) [sewins@mariafidelis.camden.sch.uk](mailto:sewins@mariafidelis.camden.sch.uk) on 0203 960 8152. Sarah would also love to show you around our school and chat some more about the role before you apply.

If you think you are the person we are looking for then I would be delighted to receive your application and I look forward to meeting you.

Helen Gill

Headteacher



## Role of Finance and HR Officer

The role of Finance and HR Officer at Maria Fidelis is new and you will have the opportunity to get involved in a wide variety of our Finance and HR processes and contribute to the success of the administration team. The role will involve a variety of different tasks and responsibilities and would suit someone with finance and/or HR experience who is looking for a part-time, term time only role.

We are seeking someone who is efficient and effective and who can work quickly and accurately to support our Finance and HR functions.

You would be working in a busy office with important deadlines around payroll, payments, invoicing and other processes. There is a lot of contact with staff, pupils and parents and a very varied working day. It is also a really friendly place to work with a committed workforce who continually strive to do the best for the school and support each other.









## Location and Benefits

Maria Fidelis is situated in a fantastic location between Euston and Kings Cross Station, which makes it very easy to reach. The British Library, Francis Crick Institute, Wellcome Trust, UCL, SOAS, LSE and Central St. Martin's School of Art are all within a five-minute walk of the school site; the school therefore enjoys extracurricular links with several institutions, many of which offer exciting opportunities not only for our pupils, but also professional development activities for our teachers. Partnerships with City firms such as Deloitte enrich the curriculum and also allow our staff to keep 'in touch' with the world outside of education.

Maria Fidelis is a welcoming and supportive community. We value the professional autonomy of high-performing staff and understand the different approaches different departments may need to take. We make managing workload a high priority.

We are forward-looking and progressive with many opportunities for professional development and sharing practice. Maria Fidelis belongs to networks within Camden, but also in other boroughs including Westminster, Kensington and Chelsea and with other high performing Catholic Schools in the Westminster Diocese.

We are a diverse school community in terms of both staff and pupils and therefore welcome applications from anyone who supports our ethos.

In terms of support in the role of School Business Manager, Camden has a very active SBM Hub which meets regularly and supports all the School Business professionals in the borough. We also benefit from fantastic financial and HR support and guidance from the core Camden team. We continue to buy into many SLAs and work with Camden Learning on projects and plans. There is a lot of support both from Camden and from other schools and the networking is strong.

### **Key Benefits – health and wellbeing**

- A commitment to managing workload.
- Cycle to work Scheme, with savings of between 32% and 42% on the standard retail price of a new bike;
- Corporate rates for membership of a gym - GLL – Better Leisure. Camden's award-winning leisure centre is just 5 minutes away and boasts a gym, swimming pool, library and cafes;
- Free hearing tests, eye tests and health checks

### **Key Benefits – financial**

- An interest-free season ticket/travel-card loan scheme;
- A Childcare Voucher scheme which can be used to pay for registered childcare for children up to 16 years old;
- A collection of staff discount and cash-back deals available every day of the year, on shops and health clubs, travel and insurance.

**MARIA FIDELIS CATHOLIC SCHOOL, FCJ**



**COMMUNICATIONS AND CENTRAL ADMINISTRATION MANAGER**

**JOB DESCRIPTION**

**Job Title:** Finance and HR Officer

**Pay Scale:** Pay Scale NJC Scale Grade 5 (£25,833 - £27,255)

**Full Time 0.6 FTE Term Time Only (41 weeks)– Actual salary £13,959 - £15,336**

**Working pattern can be flexible and will be agreed with the Deputy Business Manager**

**Reporting to:** Deputy Business Manager

**Direct Reports:** None

**Job Purpose**

- To provide an effective Finance and HR support function under the direction of the Deputy Business Manager.

**Key Tasks:**

**Finance**

- Input orders on accounting software with correct coding.
- Obtain quotations for goods and services as required.
- 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.
- Maintain accurate and up to date financial records in order to provide an audit trail for all transactions
- 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.
- Credit card administration including accurately recording evidence and approval of expenditure.
- Support the operation of petty cash systems, including ensuring accurate records are maintained and security of cash.
- Support finance related aspects of school trips and the enrichment programme, including getting quotes for travel, checking insurance is in place and liaising with colleagues.
- Ensure adherence to school financial procedure and statutory guidelines with regard to VAT and payments to individuals, advising staff where necessary.
- Provide reports as required to monitor expenditure and specific budgets.
- Raise invoices on finance software including Lettings.
- 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.
- Assist the Deputy Business Manager and Business Manager with year-end processes as required.
- Supporting with the registration of staff and students on internal systems such as ParentPay, catering software and biometrics.

## **HR**

- Support the Business Management function with new starter administration
- Ensure all required information is held in electronic and paper staff files and work to digitise all personnel records.
- Liaise with ICT to ensure that staff records, email addresses and log ins are appropriately created and deleted when staff arrive and leave the school.
- Input staff personal data, contract and absence information on the school's MIS system and payroll/HR/pension provider systems as required.
- Work alongside the Headteacher's PA and Business Manager to support all recruitment activities, including preparing and placing advertisements, creating application packs, communicating with candidates, coordinating and organising selection processes.
- Work with the Business Manager to produce induction packs for new staff, volunteers and others working in school and coordinate the new starter / induction process with relevant colleagues.
- Assist with maintaining the single central record, ensuring the information it contains is complete, accurate, up to date, and in line with statutory requirements.

## **General**

- Provide general administrative support within the Business Management function team including scanning, photocopying, record keeping and filing.
- Work as part of a team to deliver the varied tasks across the school, showing flexibility to meet the demands required.
- Provide short term cover at reception on a weekly basis.
- Support the Central Administration Team undertaking general office, reception and administrative duties as required during busy periods.
- 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 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 Deputy Business Manager, Business Manager or Central Administration and Communications Manager.

### Safeguarding Children

Display a commitment to the protection and safeguarding of children and young people in line with the 'Keeping children safe in education: information for all school and college staff' document.

### Equalities

Maria Fidelis Catholic School FCJ and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation

### **Working Environment:**

This is a term time plus INSET days plus 2 weeks post (41 weeks per year). The post holder is required to work 21 hours per week. The work pattern will be agreed with the Deputy Business Manager. A degree of flexibility is expected, particularly during busy periods.

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 responsible for organising and prioritising their own workload. The post will require prolonged periods of data entry throughout the working day.

### Communications and working relationships

- The post holder is regularly required to work closely and have strong relationships with all members of the Business Management team and Central Administration 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, and heads of departments as the need arises, but this will usually be under the direction of the Deputy Business Manager.
- Communications into and out of the Business Management Team and Central Administration Team should be treated as confidential.
- The post holder will be required to liaise with external agencies in relation to ordering and staff pay.
- Post holder will need to be flexible and organised in order to manage their time across the school week including being clear about their own availability and working pattern in order to ensure all stakeholders remain supported.

#### 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 Deputy Business Manager.
- Contribute to the development of Payroll and Finance procedures.
- The post holder is required to make recommendations to the Business Manager and Deputy Business Manager to ensure smooth running of the finance and HR function.
- Post holders will also be expected to have flexibility to adapt to changing school priorities.

#### Resource management

- The post holder is responsible for ensuring best value achieved through procurement of goods on a daily basis.

## Maria Fidelis Catholic School

### Finance and HR Officer: Person Specification

Category	
Qualifications and Training	<p>Essential:</p> <ul style="list-style-type: none"> <li>GCSE maths and English at grade C or above, or the equivalent.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Studying towards AAT or equivalent finance qualification.</li> <li>A Levels</li> </ul>
Experience	<p>Essential:</p> <p>Experience of finance and/ or HR administration in a busy organisation</p> <p>Desirable:</p> <p>Experience of finance and/or HR administration in an educational setting</p>
Skills, knowledge and aptitude	<p>Essential:</p> <ul style="list-style-type: none"> <li>Able to demonstrate a good standard of literacy and numeracy.</li> <li>Commitment to working within the School's aims with regard to safeguarding, equal opportunities and raising achievement.</li> <li>Able to handle confidential information with complete discretion.</li> <li>A genuine interest in education and being part of the school community.</li> <li>An understanding of the issues that may affect young people.</li> <li>Accurate keyboard skills and attention to detail.</li> <li>ICT skills, including MS Word, Excel, Outlook and a range of databases.</li> <li>Good 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.</li> <li>Ability to establish and maintain effective relationships with staff, students and parents.</li> <li>Ability to work under pressure, be flexible, manage a varied workload and deal with competing demands.</li> <li>Ability to maintain accurate records and filing systems.</li> <li>Ability to learn new systems and process quickly.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Knowledge of financial management systems</li> <li>Knowledge of finance and payroll procedures</li> </ul>



	<ul style="list-style-type: none"> <li>• Knowledge of HR procedures</li> </ul>
Personal Attributes	<p>Energy, ambition and enthusiasm.</p> <p>Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.</p> <p>Maintain confidentiality at all times.</p> <p>A strong desire to 'get the job done' and ability to work quickly and accurately.</p> <p>Sense of humour.</p>

Maria Fidelis is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.





## Applying for the Role

If you have any questions about the role or would like a confidential and informal chat please don't hesitate to contact Sarah Ewins (current SBM) [sewins@mariafidelis.camden.sch.uk](mailto:sewins@mariafidelis.camden.sch.uk) or Chrissy Cordara (deputy SBM) [ccordara@mariafidelis.camden.sch.uk](mailto:ccordara@mariafidelis.camden.sch.uk) on 02039608152.

We'd love to welcome you to come and look around the school. To do this you can call Sarah on 0203 960 8152 or email [sewins@mariafidelis.camden.sch.uk](mailto:sewins@mariafidelis.camden.sch.uk).

To apply please fill out the Support Staff Application Form (and other associated forms) on our website (listed under Working with us/Vacancies). Alternatively, please contact Leanna, PA to the Headteacher  
Tel.: 0207 387 3856  
Email : [recruitment@mariafidelis.camden.sch.uk](mailto:recruitment@mariafidelis.camden.sch.uk)

**COMPLETED APPLICATION FORMS SHOULD BE RETURNED BY EMAIL TO:**  
**Leanna Morris** [recruitment@mariafidelis.camden.sch.uk](mailto:recruitment@mariafidelis.camden.sch.uk) by 12:00 noon Wednesday 22<sup>nd</sup> January 2020.

**Interviews will be held on 29 January 2020.**

