



Recruitment Pack



Finance Assistant



Birchfield Community Primary School

Yeovil, Somerset

Dear Applicant

Thank you for your interest in the Finance Assistant vacancy at Birchfield Community Primary School. We are looking to appoint an individual who will ensure the smooth running of the finance function within the school, including the income, petty cash and purchase order system.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking to recruit a new member of the team to join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or office@birchfieldprimaryschool.co.uk.

Best Wishes

Richard Culham
HEADTEACHER



The Vacancy

Grade 13: actual salary £11,918-£13,505 (£17,772 - £20,138 FTE) (18/19 pay award pending)

Immediate start. 30 hours per week, Monday-Friday (term time only). Permanent.

We are looking to appoint a Finance Assistant, main duties to include:

- Placing orders, ensuring delivery and paying invoices
- Processing the petty cash claims
- Counting and recording income received
- Monitor and oversee budget
- Complete the daily pupil attendance registers
- HR and payroll related duties
- Undertake general office duties

You will have a minimum 5 GCSE's grade C and above (of which 2 will be English and Maths). A-levels / NVQ qualification in accounting / finance desirable.

In return we offer you a rapidly developing school with huge ambitions, wonderful children, a dedicated team of staff and supportive parents and Governors. Visits are welcomed and encouraged.

For further information please download a recruitment pack and application form from the school website www.birchfieldprimaryschool.co.uk or telephone or e-mail for further assistance.

Visits are welcomed and encouraged.

Contact: Rachel Robbins, Business Manager, 01935 427609 or email rrobbins@birchfieldprimary.co.uk.

Closing date: 21 February 2018 at 5.00pm

Interview date: w/c 26 February 2018 (successful applicants will be notified by email prior to interview. If we have not contacted you by 26 February 2017, unfortunately you have not been shortlisted for interview).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts subject relevant employment checks and criminal background check via the disclosure procedure.



Selection Procedure

- Advert placed in Blue Sheet Bulletin, Somerset County Council jobsite, Dorset County Council website and school website
- Closing date for applications: 21 February 2018 at 5.00pm
- Shortlisting: 22 February 2018
- Letters sent out to successful candidates for interview (via email): 23 February 2018
- Interviews take place: w/c 26 February 2018





Main Duties and Responsibilities (Job Description)

Main Purpose of Job: to ensure the smooth running of the finance function within the school, including the income, petty cash and purchase order system.

Purchase Ledger

- Place orders in accordance with the purchase orders procedure in the Finance Policy (i.e. ensuring appropriate authorisation by budget holder, placing of the order, items are delivered and delivery paperwork matched, payments and authorisation thereof).
- Place all procurement card orders
- Maintain the inventory for all relevant items
- Seek best value
- Maintain database of contracts and subscriptions

Petty Cash

- Obtain receipts, gain authorisation and reimburse individual with cash or cheque
- Record each cash and cheque payment on sheets and keep a running total of balances
- Reconcile petty cash and record all payments

Banking/monies received

- Invoicing for monies owed to the school (including FoBS, school meals etc)
- Ensure all monies received are correct amounts and are recorded accordingly (including school trips, swimming, hot meals, pre-school, residential etc)
- Reconciling breakfast and after school club bookings and accounts
- Complete bank book weekly and pass to School Business Manager for banking along with weekly income record for verifying
- Enter banking details onto FMS, complete the income record on FMS and e-mail to cashiers, print off all info regarding banking and file
- Complete the monthly reconciliation

General Office

- Answer telephone and deal with calls appropriately
- In conjunction with colleagues, to provide a point of contact on the telephone and front reception desk. Welcome visitors/parents at reception, helping with any enquiries, taking messages and deliveries and assisting with any problems. Undertake receptionist duties as and when required (i.e. absence)

Attendance

- Check each class register on SIMS checking any missing marks against list of recorded absences on the pad and note on sheet any unexplained absences
- Check with office staff and then teachers to see if the absentees have arrived late
- Assist Attendance Officer as requested with information and record any relevant details in the attendance folders



HR / Payroll

- Ensure SIMs personnel is updated in accordance with contract changes
- Process overtime claim forms

DBS's and Single Central Record

- Maintain records of teachers, support staff, governors, volunteers, specialists who require DBS clearance and other essential checks

Safeguarding

At Birchfield our children's safety is paramount. Safeguarding is everyone's responsibility and all employees are expected to adhere to safeguarding policies and procedures. You are therefore expected to have a clear understanding of your own role and responsibilities to ensure our children's safety.

General

- To adhere to all School Policies.
- To foster links between the school and the local community.
- To take responsibility for safeguarding and promoting the welfare of children.
- To undertake such other reasonable duties as may be required within the school.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.





The Person

Qualifications

	Essential / Desirable
5 GCSE's grade C and above (inc English and Maths)	Essential
Evidence of further qualification and / or relevant studies eg A-level / NVQ.	Desirable
Data analysis / interpretation skills	Essential

Studies and Knowledge

	Essential / Desirable
Previous responsibility for financial management / budgets	Essential
Good organisational skills	Essential
Strong ICT skills (word processing and excel)	Essential
Personnel database management experience	Desirable

Experience

Previously undertaken a financial role	Essential
Ability to manage the school budget on a day to day level	Essential
Strong customer service skills in dealing with parents, suppliers etc	Essential

Personal attributes

	Essential / Desirable
Ability to develop own practice and skills	Essential
Strong time management skills	Essential
Ability to use own initiative	Essential
Personable disposition towards parents and pupils	Essential
Sense of fun	Essential
Dependability	Essential
Adaptability	Essential
Communication skills	Essential
Calm under pressure	Essential
Ability to prioritise	Essential

- 2 fully supporting employer references which cover the candidates' professional and personal qualities
- No convictions that impact on job
- No gaps in CV timeline



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How to Apply

Application form to be completed and returned to the school office by 21 February 2018.



Recruitment and Selection Policy

1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
 - deter prospective applicants who are unsuitable for work with children or young people;
 - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
 - the school’s recruitment policy (this document);
 - the selection procedure for the post;
 - an application form.
 - the school’s child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.

5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.



- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a CRB disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required:
- to provide proof of identity
 - to complete a CRB disclosure application and receive satisfactory clearance
 - to provide actual certificates of qualifications
 - to complete a confidential health questionnaire
 - to provide proof of eligibility to live and work in the UK

8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).