



Admin/Finance Officer Application Pack

Information for Applicants

Applications close: Noon 5th June 2023

Interviews: Week commencing 12th June 2023

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Dear Applicant,

Thank you for your interest in the post of **Admin/Finance Officer** at Haymerle School.

Enclosed in the application pack please find; an application form, a job description, person specification, DBS declaration and job context information, providing some general information about the school.

Please complete and return the application form with the completed DBS declaration form.

Your referees must be able to provide references promptly as these must be provided prior to selection and interviews. We request you contact your referees to ensure that they willing and are able to provide us with your reference promptly.

Please do not submit a general curriculum vitae these will not be considered.

When completing your application it is essential that you answer **each point in the person specification** (which may involve some repetition) for your application to be considered.

May I remind all applicants that Haymerle School is committed to Southwark's Safeguarding Policy and because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

I wish you the best of luck with your application. If you require any further information, please contact me at the school.

Yours sincerely,

E.M Nolan
Headteacher

HAYMERLE SCHOOL

ABOUT OUR SCHOOL

Haymerle is a primary special school committed to supporting pupils with a diagnosis of autistic spectrum disorders and social communication difficulties alongside additional needs – including significant speech and language difficulties, developmental delay and complex learning needs maintained by Southwark Council. We currently have 70 pupils on roll. We are fortunate to enjoy extensive grounds at Haymerle with two playgrounds and a garden where the children can engage in learning beyond the classroom.

ETHOS AND VALUES

Haymerle's child-centred approach delivers a high quality education for all of our pupils. Every child has a voice and we ensure that everyone is listened to. We enjoy strong partnerships with a wide range of outside agencies, therapists, health professionals, specialists and family support.

Parents, carers and visitors often comment, on the positive and welcoming atmosphere they notice when visiting the school. Our parents often tell us that their children cannot wait to come to school every morning.

LINKS BEYOND SCHOOL

Many visiting professionals, including speech and language therapists, occupational therapists, music therapy and yoga, support us.

PROFESSIONAL DEVELOPMENT

The school supports CPD for all staff.

CURRICULUM

At Haymerle School, we follow a varied academic curriculum adapted to suit the individual needs of every child. We provide many opportunities for pupils to take part in exciting activities, in school and out, through educational outings and working with visiting practitioners. We follow the National Curriculum adapted to meet the individual needs of all our pupils.

Our curriculum is designed to meet the needs of pupils following individual pathways. All pupils are given sensory and therapeutic opportunities throughout the curriculum.

Assessment is via Evidence for Learning. Pupils are monitored throughout the year on progress towards their end of year targets.

EXTRA CURRICULAR AND PHYSICAL ACTIVITIES

Being in inner London we are lucky to enjoy many additional learning opportunities for our pupils. Pupils have opportunities to go swimming as part of their PE curriculum throughout the year. Pupils also take part in weekly yoga sessions.

We have converted our school gym to include a soft play area that pupils can access as part of intensive interaction and communication sessions.

TIMETABLE FOR APPOINTMENT

Advert in Media	04/05/2023
Closing Date	Midday 05/06/2023
Informal visits to the school for candidates welcomed.	Please telephone for an appointment
Interviews	Week commencing 12/06/2023



Job Description

Job Title:	Admin/Finance Officer	School Name:	Haymerle School
Grade and Range:	Grade 5 – scp 6 to 13	Hours:	36
Reports to:	SBM and Headteacher	Working Pattern:	Term Time only + 1 week during Summer Holidays
		Supervises:	None

Purpose:	<p>To co-ordinate all administrative functions to ensure the smooth running of the school. To maintain accurate accounts and systems of financial control as regards delegated financial duties. As part of your duties, you are expected to work in conjunction with your line manager / SBM.</p> <ol style="list-style-type: none"> 1. To be responsible for assisting in the management of the school office. 2. To assist in the maintenance of the various school computerised databases of pupil and staff information. 3. To act as Finance Assistant to the school business manager (SBM) by providing support for the finance function of the school. 4. Providing assistance to other staff members with regard to purchasing 5. To provide administrative support to the school teacher(s) as appropriate.
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Principal Accountabilities:

1. Responsibility for assisting in the management of the school office, including:

- Co-ordinates and supervise the work of office staff and to ensure the school office is organised efficiently.
- Liaising with line manager relating to work to be undertaken by the office
- Assisting with monitoring the induction of any new member of the office staff.
- Deputising for the line manager in relation to the above duties, in her/his absence.
- Organise the administration of new admissions and assist the Headteacher in arranging parental interviews and appeals.
- General word processing.
- Producing the termly school newsletter.
- Provide administrative support in organising safety procedures, including fire drills.
- Oversee the general administration of school dinners.

2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Maintaining the school's database of pupil attendance records, liaising with teachers and the Education Welfare Officer as appropriate.
- Providing assistance with other information databases during the busiest times of the year
- Be responsible for keeping accurate records of absences and holiday entitlements for staff.
- Maintaining the Single Central Record under the School Business Manager's supervision.

3. Providing efficient finance assistance to the school business manager, including:

- Maintenance of departmental capitation expenditure records, and distribution to departments on a regular basis
- Processing purchase orders, receiving delivered goods and processing invoices
- Receipt, recording, safekeeping and banking of all departmental cash income (e.g., sale of books, stationery, etc)
- Maintenance of accounts filing system, suitable for auditing purposes
- Assisting the SBM with the production of financial reports for internal and LEA use.

4. Providing assistance to members of staff with regard to purchasing, including:

- Advising on best-value suppliers
- Suggesting alternative goods or suppliers
- Ensuring sufficient departmental funds prior to processing orders.

5. To provide administrative support to the school teachers as appropriate, including:

- Assisting the teacher in all aspects of her/his role, including contacting parents and pupils where necessary, liaising with the teacher on outcomes
- Attending meetings on issues as and when required and taking notes / minutes.
- In liaison with the teacher, maintaining a confidential filing system.

General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

Person Specification

Job Title:	Admin/Finance Officer		School Name:	Haymerle School
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		Essential (E) or Desirable (D)	How assessed (A / I / T)
Knowledge / qualifications:	<ul style="list-style-type: none"> ▪ A sound knowledge of school computer databases and spreadsheets. 	E	A
	<ul style="list-style-type: none"> ▪ A sound knowledge of using Microsoft software, particularly Word, Excel and Powerpoint at a basic to intermediate level. 	E	A/T
	<ul style="list-style-type: none"> ▪ Excellent written and oral skills. 	E	A/I/T
	<ul style="list-style-type: none"> ▪ Knowledge of school administrative systems 	D	A/I
	<ul style="list-style-type: none"> ▪ A Sound knowledge of accounts filing systems for auditing purposes. 	D	A/I
	<ul style="list-style-type: none"> ▪ A working knowledge of local authority computerised financial systems. 	D	A/I
Experience:	<ul style="list-style-type: none"> ▪ Relevant basic accounting or booking qualification 	D	A
	<ul style="list-style-type: none"> ▪ Considerable experience of using Microsoft software particularly Word and Excel at a basic to intermediate level. 	E	A/T
	<ul style="list-style-type: none"> ▪ Experience in finance in a school or similar working environment. 	E	A
	<ul style="list-style-type: none"> ▪ Experience of financial procedures, cash handling and cash security in a similar public sector environment. 	E	A/I
Aptitudes, skills and competencies:	<ul style="list-style-type: none"> ▪ Experience of purchase ledger and accounts receivable. 	E	A/I
	<ul style="list-style-type: none"> ▪ Ability to set and work to agreed targets and work schedules. 	E	A/I
	<ul style="list-style-type: none"> ▪ Ability to communicate effectively with persons at all levels. 	E	A/I
	<ul style="list-style-type: none"> ▪ Ability to work pro-actively. 	E	A/I
	<ul style="list-style-type: none"> ▪ Ability to organise one's own tasks with minimum supervision. 	E	A/I
	<ul style="list-style-type: none"> ▪ Ability to type quickly and accurately 	E	A
	<ul style="list-style-type: none"> ▪ Working knowledge of RM Finance preferred but not essential 	D	A
Special conditions:	<ul style="list-style-type: none"> ▪ Ability and familiarity of financial systems 	D	A
	<ul style="list-style-type: none"> ▪ Motivated to work with children and young people. 	E	A/I
	<ul style="list-style-type: none"> ▪ Ability to form & monitor appropriate relationship & personal boundaries with children and young people. 	E	A/I
	<ul style="list-style-type: none"> ▪ Emotional resilience in working with challenging behaviours. 	E	A/I
	<ul style="list-style-type: none"> ▪ Appropriate attitudes to use of authority and maintaining discipline. 	E	A/I
	<ul style="list-style-type: none"> ▪ The postholder may be required to work outside of normal school hours on occasion, with due notice. 	E	A/I
	<ul style="list-style-type: none"> ▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply. 	E	A/I
	<ul style="list-style-type: none"> ▪ An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children. 	E	A/I

CONFIDENTIAL DECLARATION

To be completed by all new staff including regular volunteers prior to appointment and by all staff on a regular basis. Failure to complete this form may result in an offer of employment / work being withdrawn or termination of existing employment / work.

Full name:	DBS Application Reference (where applicable)
Date of birth:	School:
Address:	

Please answer each question listed below accurately and truthfully by circling either yes or no:

Section A: All staff	
1. Have you ever been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any criminal offence that would not be filtered* (see overleaf) in line with current guidance?	Yes / No
2. Do you have any prosecutions pending that would not be filtered in line with current guidance* (see overleaf)?	Yes / No
3. Are you currently under investigation or charged with any offence, pending police investigation?	Yes / No
4. Has your name ever been included in any DBS barred list?	Yes / No
5. Has your conduct ever caused concern or been likely to cause significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things?	Yes / No
6. Have you ever been found by a civil court to have caused significant harm to a child or young person under the age of 18, or has any civil court made any finding against you that any child or young person under the age of 18 was at risk of significant harm?	Yes / No
7. Has a child in your care or for whom you have or have had parental responsibility ever been removed from your care, been placed on the Child Protection Register, or been the subject of any order under the child protection provisions of the Children Act?	Yes / No
8. Are you taking any regular medication or other substances that you would need to bring with you to the school?	Yes / No
Section B: Staff engaged in teaching work only	
9. Are you prohibited from teaching or are there any restrictions in place relating to your teaching?	Yes / No
Section C: Staff engaged in early years' and/or childcare settings only**	
10. Are you disqualified from providing, being involved in the management of, or being employed in, early years' provision and childcare?	Yes / No

If you have answered YES to any of the above questions you must provide further information below:

Please include full details - approximate date/month/year, details of charge/offence, the court/police force concerned, any penalties imposed including dates and location of any periods of imprisonment. Use additional sheets if necessary.

Declaration Statement

I declare that the above information (and that on any attached sheets) is true and complete to the best of my knowledge. I understand that failing to provide information and/or providing false or misleading information may result in an offer of employment/work being withdrawn or the termination of my employment/work with immediate effect.

I understand my responsibility to safeguard children and vulnerable adults and I will notify my line manager/head teacher of anything that may affect my suitability.

I will immediately disclose any convictions, cautions, court orders, reprimands or warnings I may receive. I will notify the school immediately should any of the information provided above change.

If I am taking medication on a regular basis which I am required to have with me at the school I will notify my line manager/head teacher and will keep the medication in a safe place out of the reach of children.

I understand that the impact of any information disclosed either by me on this form and/or by the DBS will be considered by the school in relation to my application or if already appointed, my employment.

I understand that I will be asked to provide proof of my identity and that I will be subject to an Enhanced Disclosure from the Disclosure and Barring Service.

I give you permission to contact any previous settings, local authority staff, the police, the National College of Teaching and Leadership, Ofsted and/or the DBS to share information about my suitability to care for children.

Signed (Individual) _____

Date _____

Signed (Head Teacher) _____

Date _____

Further information

*Filtering criminal records: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

**Childcare Disqualification Regulations 2018:

<http://www.legislation.gov.uk/uksi/2018/794/contents/made>

Keeping Children Safe in Education September:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>