



Finance Assistant

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE



Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900.

Yours sincerely

Ms Jo Meloni
Headteacher

Finance Assistant

Part time, Term time only (38 weeks)

Permanent

Grade 3/4

£22,737/£23,500 (pro rata £10,869/ £11,234) based on 21 hrs p/w term time only

We require a Finance Assistant to start in June. The role is within the Finance Team and is responsible for various financial tasks. These include: the school lettings, administration of school trips, school coach service, cash collection and recording, banking, management of lockers, charity events, book ordering, invoices and purchase orders and liaison with the various departments within the school. It also includes assisting with general finance duties.

The finance team is a dynamic environment whereby no two days are the same. You should enjoy a variety of tasks, computer packages, financial systems and be an important part of this vital cog in the school operations.

Hours: Between our opening hours of 8am - 3.30pm (including unpaid lunch of 30 minutes daily) 21 hours per week, term time only

Salary range: Grade 3/4 £22,737/£23,500 (pro rata £10,869/ £11,234) based on 21 hrs p/w term time only

Closing Date: Monday 20 May 2024 9.00 am **Interview date:** Thursday 23 May 2024

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Further details are available on our website www.sackvilleschool.org.uk or from Mrs K Dawson PA to the Headteacher, on 01342 414900. An application form, safer recruitment form and letter of application addressed to the Headteacher, should be sent to the Headteacher's PA via kdawson@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

Finance Assistant

Main Tasks/Duties/Responsibilities shared in the finance team include:

School Trips:

- Receiving permission slips and collating into relevant trip
- Setting up payment plans
- Entering data re payments
- Liaison with trip organisers and provision of reports

School Lettings:

- Taking queries for potential hirers and fulfilment of hirer documentation
- Maintenance of booking folders
- Inputting bookings to system and ensuring no double bookings
- Monthly invoicing
- Liaison with school calendar and premises team
- Credit control of debtors
- Maintenance and updating school letting policy and charges in line with County requirements

School Coach Service

- Invoicing parents for half term costs in advance
- Issuing new and replacement passes
- Coach invoices for accuracy
- Taking calls and queries for parents, students and coach provider
- Chasing parents for non-payments

Non Uniform/Charity and school events

- Provision of collection boxes and cascaded to year assistants
- Receipt of collection boxes and accounting and banking of cash
- Submission of funds raised to charity
- Receipt/accounting and banking payments for performances
- Provision financial reports to event organiser

Departmental and capitation orders

- Processing orders for departments
- Purchase orders
- Submitting invoices for deliveries to budget holder for authorising payment
- Paying contractors and suppliers
- Taking query calls from suppliers and contractors
- BACS inputting for approval

Vehicles

- Maintaining the driving policy and associated documentation

GENERAL REQUIREMENTS

- Participating in the School's appraisal system
- Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher
- Promoting the school's policy on Culture for Learning and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- Undertaking other such duties as reasonably correspond to the general character of the post including supporting students in examinations if required

HEALTH AND SAFETY

- To ensure the health and safety of all stakeholders and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice. Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

PERSON SPECIFICATION

Finance Assistant

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

Education and Training	Essential	Desirable
A good level of education GCSE standard in Mathematics and English or equivalent (Min Grade C/4)	✓	
Willingness to develop own expertise	✓	
Willingness to attend training	✓	
Experience		
Working in a finance team		✓
Successfully working as part of a team	✓	
Working in an educational setting		✓
Abilities and aptitudes		
Ability to communicate effectively and develop good relationships with all staff and outside agencies	✓	
Attention to detail and ability to work to a high degree of accuracy	✓	
Ability to plan effectively	✓	
Very good interpersonal skills	✓	
Ability to multi-task and to prioritise	✓	
Ability to work well as part of a team	✓	
Ability to use initiative and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Ability to work sensitively, upholding appropriate confidentiality and with a wide variety of people	✓	
Confident use of IT including Google Drive and our MIS and Finance systems (training will be provided)	✓	
Flexibility, enthusiastic and ability to remain calm under pressure	✓	
Other requirements		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes



Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities

STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers

LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Our vision is for a **safe and inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a lifelong love of learning
- ✓ To provide an engaging, broad, and knowledge-rich curriculum through high quality teaching and assessment
- ✓ To ensure all students achieve their potential regardless of their ability, we fight for every child
- ✓ To plan an ambitious programme of professional learning for all staff, using research and evidence to guide their development
- ✓ To prepare students for the world of work and to live fulfilling adult lives as global citizens
- ✓ To work closely with other professionals and agencies to serve the needs of our community

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



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 TEAMWOR **K**
 INCLUSI **V** ITY
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 RESI **L** IENCE
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