

# Shevington High School

## Senior Finance Officer

### Application Pack



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## **Ofsted 2022**

*“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”*



# About the School

Shevington High School is a very popular and successful 11-16 secondary school with a track record for achieving the best possible outcomes for the pupils it serves.

The school located in the village of Shevington, 3 miles from Wigan town centre and five minutes from the M6 motorway. The school is smaller than the average size secondary school but grown significantly over the last 5 Years. We currently have 178 students in every year group.

As a School, we have developed a learning culture of high aspirations and expectations for all students.

At Shevington, we are committed to maintaining the very highest standards. Our positive approach seeks to identify and nurture the ability and talent in every learner and to ensure through an array of experiences and opportunities that everyone has the chance to shine.

Shevington High School is a happy school where individuality and difference are recognised and embraced and curiosity, creativity and leadership are fostered. In addition, every learner has the right to strive for success and to have their successes celebrated. We are a disciplined and caring environment where respect for each other, small courtesies and good manners are held in very high regard.

Learning is at the heart of all that we do and in order to prepare young people to become the citizens of the future the learning must be stimulating, challenging and be about real life and the real world.

We are immensely proud to be a Laboratory School as part of the International Centre of Educational Enhancement (ICEE) and Bolton University. Through our relentless research and development work with the ICCE we have developed the Shevington Teaching Framework and developed a blended learning approach where all students work from digital devices in lessons through Google Classroom. This has transformed our learning and pedagogical approach in lessons.

One of our other unique strengths, is our commitment to encouraging and enabling students to take ownership of their learning. To this end all students attend a weekly coaching session with their form tutor setting weekly and long term learning goals linked to our curriculum and Student Agency in Learning (SAIL) approach.

We have worked hard to create a working environment, where hard work and dedication are rewarded. We are very proud of our amazing students, our dedicated staff and extremely supportive governors and parents.

The school has a strong school vision supported by all stakeholders.

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At Shevington High School, you will find a school which is totally committed to ongoing and high-quality professional development for all staff who form part of our team. We have a comprehensive programme of professional development and have a Staff Coaching Programme where staff work collaboratively in triads throughout the year reflecting on practice and developing teacher protocols. All teachers also embark on personal research and inquiry projects and share their findings with others as part of our professional learning community. We believe that the focus on developing teacher protocols has been central to our ongoing success.

If you are suitably qualified and would like to share in our vision and journey as we continue to develop an innovative and excellent educational provision, we would very much welcome hearing from you

Thank you for your interest in the post and we look forward to receiving your application.

**Mr J Bennett**  
**Headteacher**

# Senior Finance Officer

37 hours per week, term-time only

(Monday-Thursday 0800 – 1600 hrs,

Friday 0800 – 1530 hrs)

Salary: Grade 7 (scp 20-25)

£26,411 - £29,462 per annum pro-rata (pay award pending)

£16.37 – £18.26 per hour

Required as soon as possible

Many thanks for your interest in the above post. We hope you find the information useful in making a decision about your application to Shevington High School.

Shevington High School is a highly successful and inclusive School. We pride ourselves on the delivery of high-quality teaching, which enables all our students to learn effectively. All our staff, both teaching and support staff, are valued and respected as true professionals.

We are currently seeking to appoint a committed and highly motivated Senior Finance Officer to assist and support the School Business Manager with the accounting and finance function of school, including financial planning, budgeting, forecasting and reporting process.

The successful candidate will have previous experience of finance and accounting in a similar role with the ability to deliver exceptional customer service to all stakeholders to school.

Experience of working in a school environment, and use of Arbor and SIMS would be an advantage, but training can be provided for the right candidate.

Application forms to be returned to Mrs L Thompson [ltompson@shevingtonhigh.org.uk](mailto:ltompson@shevingtonhigh.org.uk) or direct to the school office for the attention of Mrs L Thompson.

**(As part of the shortlisting process we will carry out an online/social media search as part of our due diligence on the shortlisted candidates as per guidance from Keeping Children Safe in Education 2023).**

**School reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.**



# Senior Finance Officer - Job Description

<b>Job purpose:</b>	<p>Under the direction of the School Business Manager to assist and support with the finance and accounting function to school, including financial planning, budgeting, forecasting and reporting process.</p> <p>To support the Office Manager with the delivery of an efficient and effective office function to support school operations.</p>		
<b>Reporting to:</b>	Office Manager, School Business Manager and/or Headteacher		
<b>Responsible for - Staff</b>	NA		
<b>Liaising with:</b>	Headteacher, SLT, other teaching and non-teaching staff, students, parents, and visitors to the school and Local Authority		
<b>Hours of work:</b>	37 hours - term-time only (Monday – Thursday 0800-1600 hrs, Friday 0800–1530 hrs)		
<b>Grade of post:</b>	G7	<b>Gauge ref:</b>	A23297
<b>Disclosure level:</b>	Enhanced		

<b>Job Outline</b>
<p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• Oversee and manage the day to day running of the schools financial management information system.</li> <li>• Undertake to a high standard of accuracy, a range of complex financial/accounting processes, using a range of ICT software including SIMS/FMS/Arbor and Excel/Word.</li> <li>• Maintain and update manual and computerised records/returns on the financial information systems including processing orders and invoices, income, BACS processing, petty cash, online payments, journals, etc.</li> <li>• Accurately record financial activity against approved allocations and prepare monthly budget statements for budget holders and monthly reconciliation of the school budget.</li> <li>• Assist the School Business Manager in the preparation of the school budget and 3 year budget forecasts.</li> <li>• Order goods and services, including the obtaining of quotes and monitoring of Service Level Agreements/Contracts to ensure best value and in line with school procurement processes.</li> <li>• Administer, reconcile, and monitor the school fund and designated budgets both manually and on-line including preparation and completion of year end close down in line with the Local Authority procedures and resolving queries or discrepancies in a timely manner.</li> <li>• Input and extract data/information to produce detailed reports and financial analysis as requested by the SBM and SLT.</li> <li>• Assist with the development, maintenance and implementation of the school's financial and accounting systems, including the use of relevant ICT support packages and systems, and</li> </ul>



advice to stakeholders on a range of policies and procedures in line with internal audit and Local Authority regulations.

- Monthly submission of payroll claims and absence returns to the Local Authority, monthly payroll reconciliation and resolving any payroll queries.
- Record and reconcile free school meal and pupil premium records.
- Assist with the administration and arrangements for school trips, award events, CPD, refreshments and rooming arrangements as appropriate.
- Respond and resolve enquiries from staff, pupils and parents, and others, especially in relation to music lessons, bus services and school meals.
- Manage the collection and banking of monies and reconcile bank accounts as required.
- Manage school lettings and other uses of the school premises and its associated income.
- Provide input into the policies and procedures for the effective administrative and financial operation within the school.
- Maintain the contracts register, ensuring contracts and service level agreements do not lapse.
- Maintain the school asset register undertaking ad-hoc and periodic checks.
- Prepare for school audits as required.

#### Administration

- If required, to provide effective clerking and advisory service to the Governing Body and to provide advice in order to ensure it operates within the statutory framework/regulations.
- To undertake a range of administrative duties including ad-hoc reception duties, answering the telephone and face-to-face enquiries, signing in visitors and other administrative duties as assigned by the Office Manager and deputise for the Office Manager, if required.
- To develop relevant systems as required.
- To comply Data Protection and GDPR legislation.
- To assist with the marketing and promotion of the school.
- To support with whole school events as required (additional hours may be required).
- The post holder may also be required to drive the school minibus, on occasion.

#### **Other Specific Duties**

- To carry out the duties in the most effective, efficient, economic and confidential manner available.
- To reflect on own professional practice and take responsibility for participating in continued personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To ensure the Finance Officer and Finance Assistant are supported and have the appropriate training and guidance to allow them to undertake their roles.
- To contribute to a professional and welcoming environment, establishing positive and effective working relationships with colleagues and stakeholders.

#### **Health & Safety Training**

- To undertake Health and Safety Training on areas within the designated work area.

The details contained in this job description reflect the content of the job at the date it was prepared.

It should be remembered, however, it is inevitable that over time, the nature of individuals tasks change, existing duties may no longer be required and other duties may be gained without changing the level of responsibility entailed.

## Person specification

### A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Proven experience of undertaking a range of administration tasks	E		A, I, R
Previous experience of financial procedures - implementing and using a range of software packages for financial/office administration e.g. word and excel	E		A, I, T
Experience of using various ICT systems and procedures	E		A, I, T
Experience of using school Financial Management Systems (FMS/Arbor) or other similar financial management packages	E		A, I
Previous experience of monitoring budgets	E		A, I
Proven experience of working within a school office environment		D	A, I
Previous experience of working with children of a relevant age		D	A, I

### B. Training and Qualifications

	Essential	Desirable	Source
3 X GCSE's to include English and Maths or equivalent level of qualification	E		A
NVQ level 4 in Finance or Business Administration or equivalent relevant qualification or comparable level of relevant experience	E		A
Certificate in School Business Management or Finance Related Qualification (ACCA/AAT etc)	E		A, I
Previous supervisory experience		D	A, I
Willingness to obtain basic first aid certificate		D	I



### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of a range of complex office procedures	E		
Knowledge of developing and maintaining administrative and financial procedures	E		A, I
Knowledge of how to undertake a range financial processes e.g. evaluating service level agreements for best value and/or budget setting	E		A, I
Can demonstrate ability to produce high quality administrative/finance support	E		A, I
Knowledge of school related office procedures and/or working in a school setting		D	A, I
Knowledge of education and local Authority organisations		D	A, I

### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Sound organisational skills to provide administrative support to meetings and other events i.e. taking minutes	E		A, I
Very good communication skills to deal with a range of people	E		A, I
Ability to use initiative to respond to and resolve a range of problems	E		A, I
Ability to deliver polite, courteous and efficient customer service	E		A, I, R
Ability to prioritise own tasks and those of others and be self-motivated	E		A, I
Ability to develop and implement procedures and policies	E		A, I, R
To work occasionally out of hours work to support school functions		D	I
To take responsibility for self development and undertake training as required	E		I

### E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

# How to Apply

1. Read carefully all the information about this post.
2. If you have any questions, please do not hesitate to telephone, or email Mrs L Thompson, PA to Headteacher/Office Manager on email [ltompson@shevingtonhigh.org.uk](mailto:ltompson@shevingtonhigh.org.uk).
3. Complete the application form as fully as possible.

If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential.

It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to [ltompson@shevingtonhigh.org.uk](mailto:ltompson@shevingtonhigh.org.uk) or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8EF