

**St Richard Gwyn
Catholic High School**

**Finance Assistant
(27.5 hours per week term
time -39 weeks per annum)
L2 (Scale 4-5) Fixed term -
1 Year contract wef
1/9/22-31/8/23**




CONTENTS

Welcome from the Headteacher 3

Job Description 4

Personal Specification 7

Method of Appointment 8

A young man with short brown hair, wearing a dark school suit, a white shirt, and a maroon tie with yellow and white stripes, is looking down at a clear glass object he is holding. He is wearing clear safety goggles. The background is a blurred school interior with other people.

The school has highly effective provision for care, support and guidance. It is a caring and inclusive community where pupils feel secure and valued.

Estyn 2017

WELCOME

Thank you for your interest in the role of Finance Assistant at St Richard Gwyn Catholic High School.

St Richard Gwyn is an 11-16 Catholic High School with over 800 students on roll. We are located in a rural setting in the west of the Vale of Glamorgan with excellent links to the M4, Swansea, Newport and Cardiff.

Our aim is to be a leading school in Wales. We will achieve this by providing every student with the very best start in life regardless of ability or background. We are committed to ensuring that every student experiences academic achievement, that helps them find their place in a rapidly changing society as a happy and successful citizen guided by Gospel values.

Our recent examination results have given us a solid platform to build on. However, in order to achieve our aim we also recognise that we will not stop until all of our students achieve successes that compare to their potential.

The role of the Finance Assistant is vital to ensure that resources are ordered, delivered and distributed effectively for all school resources, school trips and also staff training.

As a faith community our strong Christian ethos, commitment to Gospel values and relationships built on trust and honesty, ensure you will be made very welcome at our school.

If you feel that you too can help to give our students the best start in life and you are able to meet and surpass the challenges this role has to offer, then we would love to hear from you.

Many thanks

David Blackwell



JOB DESCRIPTION

Finance Assistant (1 Year temporary contract wef 1/9/22-31/8/22)

Responsible to: Finance Officer and the Headteacher

Salary: Level 2, Pay points 4-5 £19264-19650 pro rata

Hours: 27.5 hours per week, 39 weeks of the year (term time only plus insets days)

Overall Responsibility

- Work under the direct guidance of the Finance Officer
- Assist in the effective and efficient running of the school's data financial systems
- Offer support to teaching staff in the efficient discharge of their duties
- Provide routine clerical support such as typing, photocopying, filing, etc
- Liaise and assist external stakeholders regarding appointments with students
- Comply with all policies and procedures relating to child protection, data security, confidentiality and data protection, reporting any concerns to the appropriate person.

Finance and Resources

- Assist in the processes that ensure that resources are ordered, delivered and distributed effectively for both school resources, school trips and staff courses. Coordinate the generic Finance team email for all processes with the supervision of the Finance Officer – to include updating the annual training schedule for paid courses
- Processing orders and deliveries – keeping accurate records which are available for scrutiny by auditors
- Coordinate daily post
- Process catering invoices as required and process receipts on FMS
- Print department budget holders cost centres on the 1st of each month and email digital copies when requested
- To access to main & small safe during working hours, ensuring appropriate records are kept and that the contents are stored in an organised manner and do not exceed the maximum amount permissible
- Assist in the collection, recording and safe storage of all income both main budget and school fund relating to trips, school uniform and other school based activities. Using FMS & the school fund application – Private Fund Manager ensuring the banking is ready for second checking
- Respond to finance enquiries from staff, parents, students and suppliers.
- Assist with the day to day use of ParentPay, producing reports and pulling payments through from ParentPay to Private Fund Manager daily or trip organisers when requested.

JOB DESCRIPTION

- Collecting lunch money for inputting to cashless catering system
- Assist Finance Officer with processing Free School Meal entitlements on SIMS
- User of School Comms/Gateway for communication regarding finance matters to parent/carers
- Assist with swopping invoicing, ordering and delivery processes with the Finance Officer according to the needs of the department.
- Assist the Finance Officer with the Coordination of Pupil Biometric Scanning Year 6-7 transition and mid -year starters overseen by Senior Finance Manager and Assistant Headteacher
- Inventory – assist with purchase and disposal recording for items in inventory required each year by Audit team

Health and Safety

- Be aware of the responsibility for personal health & safety and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health & safety.
- Be aware of, and comply with the policies and procedures relating to child protection.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development which may lead to increased efficiency in the day to day running of the school.
- Participate in the performance review processes.

General

- During time of heavy workloads respond to any reasonable request from the Headteacher, Line Manager or member of the Leadership team.
- Set a good example in terms of personal presentation, attendance and punctuality.
- Contribute to the overall ethos and aims of the school.
- Operate with the utmost respect of confidentiality and not divulge sensitive and personal information to third parties.
- Be loyal to the mission and vision of the school.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- Pay due regard to the Catholic nature of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holders professional responsibilities and duties.

PERSONAL SPECIFICATION

| Attributes | Essential | Desirable |
|---|--|--|
| Skills, Knowledge and Experience | <ul style="list-style-type: none"> • Experience of working with financial systems. • Excellent interpersonal skills with an ability to deal positively with staff and students. • Excellent ICT skills. | <ul style="list-style-type: none"> • Previous experience of working in another school finance office • Experience of School SIMS Financial Management System and Private Fund Manager |
| Qualifications and Training | <ul style="list-style-type: none"> • 5 or more GCSEs at grade C or equivalent including English and maths. • ICT –ECDL or equivalent experience using excel. Word, google chrome. Emails | <ul style="list-style-type: none"> • Experience of School SIMS Financial Management System and Private Fund Manager • ECDL , or equivalent training in excel , office 365 • Willingness to undertake further training |
| Key Skills, Qualities and Attributes | <ul style="list-style-type: none"> • Ability to establish effective working relationships with individuals, groups and other professionals. • Ability to work effectively as an individual and in a team. • Ability to work accurately and to deadlines. • Good health and attendance record. • Ability to prioritise tasks and work effectively at pressured times. • Ability to adapt to the schools' changing circumstances when necessary. | <ul style="list-style-type: none"> • Highly motivated and committed to providing the highest quality service. • Working well under pressure • Flexible |
| Communication Skills | <ul style="list-style-type: none"> • Excellent communication skills at all levels. • Respect for confidentiality. | |
| Equal Opportunities | Commitment to equal opportunities and equal value for students and colleagues | |

METHOD OF APPOINTMENT


Please apply by forwarding your CV. Please also include a supporting statement of no more than 2 sides of A4 (point 12 text) that meets the personal specification and explains

- your reasons for applying and how you will contribute to the school's ambition
- your experiences and personal qualities that will ensure you are the successful candidate

All applications are to be completed and sent to Caroline Robinson (PA to the Headteacher) at crobinson@strichardgwyn.school

We will contact the referees of short-listed candidates prior to interview.

| | |
|----------------------|---|
| Closing Date | Friday 15 th July 2022 - 9am |
| Short-listing | Friday 15 th July 2022 |
| Interviews | Week beginning 18th July 2022 |
| Start Date | 5 th September 2022 |

A young girl with brown hair, wearing a white shirt, is smiling and holding up a certificate or award. The certificate is yellow and has some text on it, though it's not clearly legible. She is looking towards the camera with a happy expression.

Pupils are very well prepared for life after school.
Estyn 2017