

# **The Horsell Village School**

## **Finance and Premises Assistant Application Pack**





## ***Kindness to yourself. Kindness to others.***

### ***Kindness to the World***

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#### **1. Invitation to apply from the Headteacher**

Dear Applicant,

Thank you so much for the interest you have shown in the position of Finance and Premises Assistant at The Horsell Village School. We enclose some information about our school which we hope you will find of interest.

The advertised post offers a fantastic opportunity for the successful candidate to work as part of an experienced team. We are keen to appoint a new member to our team who will join our community of children, staff and Governors with high aspirations and a real thirst for learning and success. There is a real desire and commitment from all to make the school even better.

The Horsell Village School is part of The SWAN Trust, a Multi Academy Trust. Over time, there will be opportunities as the role evolves and develops with the Trust.

Enclosed please find a job description and person specification which provide more details about what we are looking for. When writing your letter of application please address the priorities identified in the job description, including your reasons for applying and what you can bring to the role. This should be approximately 1 side of A4, and no longer.

We would like to thank you again for your interest in the position; we look forward to receiving your application.

Yours faithfully

Jane Reeve, Headteacher



## 2. Application

### 2.1 Requirements for references

Candidates will be asked to submit along with their application:

- Two referees who will be contacted prior to interview; one of whom should be your current or most recent employer
- Your full employment history
- Relevant Qualifications (original certificates to be provided at interview stage)

***The Horsell Village School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service check will be sought from the successful applicant.***

### 2.2 Vacancy Timeline

Please return your full application no later than **12 noon Friday 6<sup>th</sup> November 2020** to:

Fiona Girdler – School Business Manager  
The Horsell Village School  
Church Hill  
Horsell, Woking  
Surrey  
GU21 4QQ

Undertaking	Date	Information
Closing Date	<b>Friday 6<sup>th</sup> November 2020 12 noon</b>	Please assist us by notifying your referees that we will be asking for references for shortlisted candidates, and their speedy response would be greatly appreciated.
Shortlisting	<b>Friday 6<sup>th</sup> November 2020</b>	
Invitation to attend interview	<b>Friday 6<sup>th</sup> November 2020</b>	Successful shortlisted candidates will be contacted by telephone and then email
Interview	<b>Friday 13<sup>th</sup> November 2020</b>	Details will be emailed to the candidate
Decision	<b>Friday 13<sup>th</sup> November 2020</b>	Feedback available after this time



### 3. About The Horsell Village School

#### The Context

We are a three form entry infant school with 270 children. Our Steering Group (the Leadership team) comprises of the Headteacher, Acting Deputy, and two TLRs. We are part of The SWAN Trust, which is a Multi Academy Trust.

We play an important part in a life-long learning process which develops knowledge, experience, skills and imaginative understanding and gives children a growing sense of moral values. It equips them to be both active participators in society and responsible contributors to it, capable of achieving as much independence as possible.

At The Horsell Village School we continue to focus on how children learn and what we need to do to remove any barriers in our context. There is a clear and precise ethos in all classes which is a strength of the school; this reinforces behaviour and an attitude to learning.

Teachers know that the school strives to be the best of its type; they sign up to a culture of change and innovation and are prepared to take risks. The school uses a coaching model for raising performance, and consequently staff are engaged in a continuous dialogue about learning.

**The Vision for our school** is that our children will be happy, secure and confident individuals that ask questions, challenge thinking and are motivated to learn. We will see active and engaged learners, experiencing a first class education with a high achievement culture. Having The Arts and Enquiry & Investigation at the heart of the curriculum, ensuring children apply their learning, take risks and respond positively to challenge. Quality teaching and provision will ensure that all children are inspired, engaged and motivated through purposeful learning and equipped with the skills to continue as life-long learners.

#### School Development Priorities 2020 / 2021

Every three years we invite all stakeholders to join us to develop the direction of the school for the following three years. The last meeting was in June 2019 and focused on developing the school further and how we can continue to improve. The next strategic meeting will be in the summer term of 2022. Each year the Governors and the Steering Group work with the outcomes from this meeting and feedback from the school and stakeholders, to create the school development plan. This academic year there are 5 key objectives:

##### Key Priority 1

To use the curriculum and assessment procedures to further develop learning and ensure good or better progress and attainment for all children.

##### Key Priority 2

To further improve writing opportunities within the curriculum to ensure good or better attainment for all children

##### Key Priority 3

To continue to use the outside learning environment locally and at school to create the very best curriculum for the children



Key Priority 4

To continue to evolve the curriculum further so that our children will be happy, secure and confident individuals that ask questions, challenge thinking and are motivated to learn.

Key Priority 5

To continue to evolve the communication systems in the school, which includes online, blended learning



<b>Finance and Premises Assistant Person Specification</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Professional Qualifications</b>	<p>Fluency in written and oral English, minimum Grade C or above in English GCSE (or equivalent)</p> <p>Ability to manipulate numbers accurately, to minimum Grade C or above in Maths GCSE (or equivalent)</p> <p>A commitment to personal professional development</p>	<p>Previous experience of day to day school life</p> <p>Financial qualification</p>
<b>Personal</b>	<p>Exceptional interpersonal skills and enjoys working with children, Teachers, parents and Governors</p> <p>Hardworking and committed</p> <p>Personal resilience</p> <p>The ability to make sound decisions</p> <p>A good manager of time, who is well organised and able to prioritise</p> <p>Be flexible and responsive to change</p> <p>Have proven excellent communication skills</p> <p>Team player</p> <p>The ability to deal efficiently and sensitively with a wide range of people</p> <p>High levels of professional confidentiality and discretion</p> <p>An ability to analyse problems and implement solutions</p> <p>Calm</p> <p>Willingness to work evenings on occasions</p>	<p>Good sense of humour is helpful!</p>
<b>Knowledge and Experience</b>	<p>Financial planning and management experience, including budget setting and income generation in an Academy or other organisation</p> <p>Experience of producing financial and management documents and budgetary control</p> <p>Ability and knowledge to produce budgets, reports, cash flow, and financial and statistical summaries</p>	<p>knowledge of Access Education software and spreadsheets would be an advantage</p> <p>Experience of Health and Safety law relating to schools,</p>



	<p>Excellent IT skills</p> <p>Evidence of the ability to work to tight deadlines</p> <p>A good understanding of school life</p>	<p>premises and Health and Safety</p> <p>Experience of managing Statutory Checks and Controls relating to School premises and Health and Safety.</p> <p>BIDS / grant writing and planning</p>
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Every member of the school community must keep the safety and well-being of children as the first priority at all times – if in doubt, check it out.



## **Finance and Premises Assistant at The Horsell Village School**

### **Job Description**

#### **Key Competencies:**

- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Headteacher, CFO and CEO, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
- To be responsible for the school site and its buildings, their maintenance, development and efficient use.
- To liaise with relevant members of the MAT Central Office and schools within the MAT
- To advise the Leadership Group on matters relating to finance and premises and Health & Safety.
- To take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.
- To provide support as relevant to the Headteacher and Deputy Headteacher.
- To be responsible for ensuring the high standard of quality and accuracy in all documents produced.
- Performance manage the site staff.

#### **Health and Safety (there will be training to support in this element of the role)**

- To formulate, monitor, implement and review the school's Health & Safety policy including all Risk Assessment procedures.
- To advise all staff as appropriate.
- Keeping records regarding regular fire practices.
- Update the Fire Risk assessment annually
- Undertake relevant training to stay up to date with relevant Health & Safety guidance and law.

#### **Premises and Health and Safety**

You will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Headteacher. Specific responsibilities include:

- Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out, and progress monitored.
- Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering.
- Advising on Health & Safety matters, including measures in the event of emergencies.
- Appraise projects for the development of the school.



- To be responsible to the Headteacher for the security, maintenance, heating, cleaning and other general site services within the premises.
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering including tendering.
- To be responsible the letting of the school premises to outside organisations the development of all school facilities for out of school use, with particular reference to the local community.
- Purchase, repair and maintenance of all furniture, equipment and fittings.
- To monitor the work of on-site contractors and arrange for estimates for work, undertaking 3 quotes in line with the Finance Policy.
- To monitor and oversee the quality of work by contractors, caretakers and cleaning staff.

## **Financial**

Working with the Headteacher prepare an annual budget for the school to be submitted to the CFO initially for agreement by the Trustees. You will be responsible specifically for;

- To follow the MATs financial systems and managing all aspects of the school's financial systems (including voluntary funds such as School Fund) in accordance with these agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Headteacher, CFO and Local Governing Committee.
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of both the DfE/ESFA and the school are observed.
- Manage Access module giving guidance to other users if required.
- Attend Local Governing Committee meetings as required.
- To liaise with suppliers and resolve account queries and disputes when necessary.
- To prepare regular BACs payments, and ensure correct authorisation.
- Processing all debit card transactions and enter onto Access finance software.
- Fully comply with and remain up to date with school policies, in particular those relating to finance and procurement.

### *Budget setting and monitoring*

- Preparation for approval by the CFO/Trustees of annual estimates of income and expenditure.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets.
- To provide detailed monthly management accounts for the CFO.

### *Capital*

- To prepare appraisals and seek 3 quotes for specific projects and the development of long-term initiatives for the school.
- To write bids for funding as required by ESFA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors

### *Preparation and Audit of financial information*

- Provide information to the CFO/Auditors as requested for the Annual Audit



### *Maintenance of contracts*

- Managing the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness, whilst obtaining 3 quotes in line with the latest SWAN Trust Finance Policy

### *Premises and Letting*

- Promoting the school's activities and premises with the objective of maximising letting income, within agreed policies; Manage and administer the letting of the school buildings and grounds, in line with the latest Lettings Policy

### *Insurance*

- Initiate insurance claims following staff absences
- To be responsible for seeking professional advice on insurance and advising the Headteacher and LGC on the appropriate insurances for the school; implementing the approved insurance and handling any claims that arise.

### *General Financial Management*

- To ensure compliance with the latest SWAN Trust Finance Manual and relevant handbooks and Directions issued by the ESFA relevant at that time.
- To monitor all accounting procedures including: preparing invoices and collection of monies due to the school, ensure all invoices are paid in a timely manner.
- To ensure that the school operates within the principles of Best Value, and keep relevant information on quotes in a tender file, to be made available for the auditors.
- To keep any monies collected safe, including banking them as required.
- Oversee and monitor all monies handled by the school and ensure they are reconciled and banked.
- Forecast expenditure and cash-flow to year-end and ensure that any anticipated under/overspend is communicated to the CFO and managed.
- Manage treasurers/deposit account for available cash with agreement from the CFO
- Maintain records of income and expenditure for the school fund, performing regular bank reconciliation of school fund and hand over accounts to auditor within 3 months of year end
- To make use of school clusters including The Swan Trust, sharing expertise, experience and data as well as accessing economies of scale when making shared purchases where applicable.
- To manage the school's VAT responsibilities in line with directions from the CFO.
- To oversee the ordering, processing and payment of all goods and services in line with the latest SWAN Trust Finance Policy.
- **Undertake such duties and work hours as agreed with the Headteacher and carry out duties as may be required from time to time as detailed by the Headteacher**

