

Hornsea School & Language College



Applicant Pack

**Finance Assistant
Grade 4A (£18,023 actual salary)**

30 hours per week, term time plus 10 days (hours can be worked across 4 or 5 days)

An exciting opportunity has arisen for an enthusiastic and motivated individual to join our finance team at HSLC. The primary role of the Finance Assistant is to undertake the day-to-day administration of the school's financial systems, ensuring processes are managed in an accurate, effective and timely manner and to provide proactive and professional support to the Finance Manager.

Candidates should be able to work independently as well as part of a team, possess excellent communication and IT skills and be a positive role model for our students. The ability to work under pressure and to deadlines is essential.

If you feel you could fulfil this role and are passionate about making a difference to the lives of young people then we are keen to hear from you.

HSLC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

To apply please download an application form from our website. Completed application forms should be emailed to corkishr@hslc.co.uk.

Closing Date: 9am, Tuesday 7th May 2024

Dear Applicant,

On behalf of the Governing Body, I would like to thank you for the interest you have shown in our vacancy for the post of Finance Assistant.

Contained within you will find the Job Description and Person Specification, as well as general information about HSLC. You can access further information about our school and sixth form by visiting our website; www.hslc.co.uk or our social media pages; Facebook – Hornsea School & Language College, Instagram – [hslc_official](https://www.instagram.com/hslc_official) or Twitter - [@hornseaschool](https://twitter.com/hornseaschool).

HSLC is a supportive and vibrant place to work and has been graded as 'Good' by Ofsted since 2005, with our most recent inspection being in November 2021. We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs and are committed to providing the highest possible standard of education for all students of all abilities. We believe that everyone who attends our school can, and should, achieve success and that by promoting a culture where all associated with the school can learn and develop as individuals, we will all be proud to be associated with it.

We have a very talented and dedicated team of staff who, at all times, constantly strive to ensure that our students realise their full potential. I ask all students and staff to be useful and kind and engage with our effective centralised behaviour system, which ensures consistency and rewards good behaviour. Our school is a calm and enjoyable place to both study and work within.

We actively encourage and value parental involvement. HSLC has transformed over the last decade and I strongly believe that parental involvement, and appointing the very best staff, has been key to this. As a result, we benefit from an excellent reputation both within the local community and the wider East Riding. Our school is much more than just what goes on in the classroom and this goes some way to explaining why we are a "School of Choice" and why both our school and sixth form is continuing to grow.

We believe we are at the start of a very exciting journey for both our students and staff and, therefore, this is an excellent time and opportunity to be joining HSLC. If you are determined about making a difference to the lives of young people; are keen to develop effective ideas for continuous improvement and are ambitious in developing your career, then we would love you to join us and look forward to receiving your application for the post of Finance Assistant.

The closing date for application forms is 9.00am on Tuesday 7th May 2024. Please submit your completed application form to corkishr@hslc.co.uk.

Once again, thank you for your interest in this post.

Yours sincerely



Steve Ostler
Headteacher



Finance Assistant

Responsible to: Head of Finance

Pay Grade: 4a (£25,119 FTE / £18,023 pro rata)

Hours of Work: 30 hours per week (to be worked across 4 or 5 days), term time plus 10 days

Overall Purpose of the Job:

- To undertake the day-to-day administration of the school's financial systems, ensuring processes are managed in an accurate, effective and timely manner.
- To assist the Finance Manager with ensuring that financial and statutory regulations and procedures are adhered to and audit standards are met.

Key Accountabilities

- To undertake day-to-day financial administration tasks within the finance office.
- To monitor and manage the school fund / trips account – including paying suppliers, liaising with trip organisers and assisting with costings, and managing payments and refunds from parents.
- To complete bank reconciliations.
- To enter data onto the financial system and perform month end reconciliations.
- To oversee the handling of petty cash.
- To assist with the purchase ledger, acting as the secondary authoriser of invoices in preparation for regular payment runs.
- To monitor and control the debtor's ledger – including raising invoices, monitoring payments and chasing debtors.
- To prepare and enter the banking.
- To contribute to overall financial control by ensuring that appropriate transactions are undertaken in line with agreed procedures and that all activities are carried out in line with relevant procedures and regulations.
- To be a main point of contact in the finance office providing an excellent service for enquiries from pupils, parents and suppliers; clarifying requirements and creating appropriate solutions.
- To act as a referral point for teaching and non-teaching staff, providing support, advice and guidance as and when required.
- To work in conjunction with other areas of the school to develop relationships to ensure continuous cycle of development and drive for improvement.
- To contribute to process improvement through recommendation of ideas which add value or improve cost effectiveness.
- To support the Finance Manager with adhoc duties, as required.

General

- To take responsibility for promoting and safeguarding the welfare of children and young people within the school and to report concerns in accordance with the School's policy.
- To be responsible for your own Health & safety, as well as that of colleagues, students and visitors.
- To ensure the successful and consistent implementation of policies across the school.
- To treat each other, students and all stakeholders professionally and with respect.
- To play a full part in the life of the school community; supporting and promoting its mission, ethos and values and complying with policies and procedures, and encouraging students to do the same.
- To ensure the confidentiality and security of all the School's data, documentation and information.
- To continue own professional development and attend training/refresher courses and meetings as required by the Line Manager.
- To carry out other appropriate duties that maybe reasonably required to successfully carry out the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified



HORNSEA SCHOOL & LANGUAGE COLLEGE

Person Specification – Finance Assistant		
Qualifications and Training	Essential	Desirable
Good basic level of education AAT financial qualifications	✓	✓
Experience	Essential	Desirable
Experience of working under pressure and to deadlines Experience of working in a finance department Experience of working with financial systems Experience of working in a fast-paced office environment Experience of school financial procedures	✓ ✓ ✓	 ✓ ✓
Skills and knowledge	Essential	Desirable
Good communication skills, both written and verbal Good numeracy and literacy skills Knowledge of a range of specific processes relating to financial processing Good ICT skills, with knowledge of IT packages such as MS Word and Excel Be aware of and comply with policies and procedures relating to safeguarding, security, confidentiality and GDPR, reporting all concerns to an appropriate person Effective time management and organisational skills. Ability to multi task and prioritise own workload to meet deadlines	✓ ✓ ✓ ✓ ✓ ✓	
Personal Attributes	Essential	Desirable
Energy, enthusiasm and optimism High standards of professionalism in all areas with a willingness to accept responsibility and respect confidentiality Ability to build and maintain positive relationships with all stakeholders through effective interpersonal skills Effective team player A positive role model for young people and colleagues with a commitment to promoting and safeguarding the welfare of students Commitment to the school's ethos and actively promoting the policies and procedures of the school Flexible to ensure the growing needs of the school are met Personal impact and presence to inspire respect and confidence in pupils, colleagues and parents.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

The above requirements will be measured through a range of methods including application form, interview process, references and Enhanced Disclosure and Barring Service (DBS) check.

HSLC the facts and figures

We have approximately 1200 students on roll, of which around 150 are in our Sixth Form. The geographical area served by the school is large and continually expanding, and a number of our students arrive by bus. The majority of our students come from our associated feeder schools which are Beeford, Brandesburton, Leven, Long Riston, Hornsea Burton, Hornsea Community, Sigglethorpe and Skipsea. In addition, the level of interest we are receiving from the wider area is rapidly increasing, resulting in us having our highest ever number of out of catchment students and this looks set to increase further from September 2022.

- Rated Ofsted “Good” since 2005
- Our most recent Progress 8 metric (2019) saw us classified as “Average” (within the top 37% of all schools nationally).
- Our 3-year T-Score for post-16 education is a 3, which consistently places in the top 25% of all colleges and Sixth Forms nationally
- Almost 40% of our Year 11 cohort are entered for the Ebacc. – a figure we expect will continue to increase
- In normal times, we run in excess of 190 sporting fixtures each year and cover around 20,000 miles worth of educational trips and visits

MISSION:

- Actively Working to Broaden Horizons

VALUES OF THE SCHOOL:

- We recognise the vital importance of positive relationships that are founded on fairness, tolerance, mutual respect and trust;
- We believe in being open and honest with each other, and supporting each other;
- We want everyone to be able to contribute, and everyone to have the opportunity to fulfil their potential.

AIMS OF THE SCHOOL:

- To provide a safe, supportive and positive environment which underpins strong attitudes to learning where students can thrive.
- To ensure a culture and ethos that supports our students wanting to come to school to learn, not only for purpose (which includes examination outcomes) but also to promote a genuine love for learning, enquiry and discovery;
- To prepare our students so that they will become positive contributors to society with the skills and knowledge to make informed choices.



10 reasons to join team HSLC

1. 100% of staff said they were proud to be a staff member of HSLC (Autumn 2020);
2. You will receive support and line management from an experienced leadership team, with 100% of staff saying that the Senior Leadership Team are visible and approachable (Autumn 2020);
3. We have a highly effective centralised behaviour system (Positive Discipline) which ensures consistency and rewards good behaviour – there is minimal low level disruption in classrooms meaning you can make a real difference to our students in your job role;
4. There is a strong staff community and positive team culture which includes regular social events;
5. 100% of staff said that they understand the ethos of the school and that we are all working towards a shared vision and standards (Autumn 2020);
6. We realise that our staff are our biggest asset and we are committed and dedicated to their continuing professional development;
7. 100% of staff said that communication across the school is clear and effective (Autumn 2020);
8. We adopt subject specific policies that are focused on what is right for you as a department - we do not have bureaucratic and onerous policies;
9. 100% of staff that trained with us in 2019 said they were likely to apply to work at HSLC.
10. Access to an attractive benefits package including corporate discount at East Riding Leisure, discount card which can be used at a number of local and national businesses and access to either the Teacher Pension Scheme or Local Government Pension Scheme.



“ I really enjoy working here, everybody is so friendly. I couldn't wish for a better workplace ”

Miss Sanders, Teaching Assistant,
started September 2020

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