

# JOB OPPORTUNITY

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## Finance Assistant

*Educating to truth, goodness and beauty.*

Terling Road, Dagenham  
RM8 1JT  
Headteacher Ms Clare Cantle  
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## **School Mission Statement**

We are all one in Christ, our mission and our responsibility is to recognise all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness.

(1 Cor. 12-29)

<b>Role</b>	<b>Finance Assistant</b>
<b>Closing Date for Application</b>	9 <sup>th</sup> January
<b>Required For</b>	February
<b>Term</b>	Permanent – Fixed term one year in the first instance.
<b>Salary</b>	4 (Point 7 - 10) 32.5hrs - Term time only

**All applicants must complete a CES application form for this post.**

## **School Information**

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.72 (well above average). We won school of the year for making a difference 2024.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community. Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

## **PURPOSE OF THE FINANCE ASSISTANT ROLE:**

*Educating to Truth, Goodness and Beauty  
Respect - Understanding - Affection - Humour*

- To uphold the Mission Statement of the School.
- To positively contribute to raising expectations and standards within the community.
- To promote a positive image of the School.
- To provide assistance in the management of school finance.
- To provide general administrative assistance as required.

#### **TO IMPLEMENT THE AIMS AND OBJECTIVES OF THE SCHOOL THROUGH**

- Upholding the Health & Safety regulations of the School.

#### **RESPONSIBILITIES OF THE FINANCE ASSISTANT:**

- Processing of Purchase orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Printing of Purchase orders, checking for accuracy and distributing to suppliers and budget holders as required.
- Implementation of debt collection procedures, including referral to a debt collection agency if appropriate.
- Processing of all income (cheques and cash), and banking of same.
- Maintaining a detailed record of non-invoiced income relating to School Trips etc. Carry out the necessary arrangements with regard to events regarding invoicing and collection of payments.
- Recording of school credit card transactions, assistance to staff using the credit card, reconciliation of statement.
- To provide financial information reports from the finance system for budget holders and give advice as requested.
- Organise and maintain Contracts and Service Level Agreements (SLA) file updating information as necessary.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other staff.
- In the absence of the Finance Manager be able to carry out duties as required.
- Cover duties of other staff in school as and when required.
- Administer First Aid as required, contacting parents or other party in case of injury or illness.
- To undertake the administration of school meals, entering meal patterns and issuing payment letters via parent pay
- To undertake reconciliation of school meals, checking the entering of meal patterns and the weekly kitchen returns against termly invoice;
- Follow up debts for school meals, under the direction of the school finance manager agreeing payment plans with parents & carers and issuing payment template letters via parent pay;
- To assist staff with the arrangements for school trips, ensuring pack lunches are ordered and first aid kits ready.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out such appropriate duties as may be required within the grading level of the post and the competence of the post holder.

#### **PERSONAL AND PROFESSIONAL CONDUCT:**

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

### **GENERAL RESPONSIBILITIES:**

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

### **STANDARDS:**

**Effective performance of tasks will be evaluated in relation to:**

- (a) A developing ability to manage time and resources effectively and efficiently.
- (b) Evidence of ongoing development in the range of skills identified with her Line Manager as being required for the post.
- (c) Evaluations of the efficiency and effectiveness of the tasks by the Line Manager.

## **EDUCATION AND TRAINING:**

In accordance with the professional development policies the assistant will;

- a) Review overall performance in the previous year in relation to training received and the changing needs of the job.
- b) Identify probable training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- c) Participate in the prescribed framework for Review and Development.

The above duties are either exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

## **PERSON SPECIFICATION:**

The factors listed in section 1 below indicate the skills/experience/aptitudes/circumstances which will be required of the person undertaking the job. Your application will be assessed in the light of these so you should consider carefully how best you can demonstrate your suitability for the job and prepare your application accordingly.

The factors listed in section 1 are minimum requirements of the job. Applicants who are unable to meet all of these will not be considered.

The factors listed in section 2 are desirable requirements.

Section 1 Essential Requirements: (T) = to be tested at interview

### **Experience:**

- At least 1 years administrative experience in an office environment
- At least 3 years financial experience including cashing up takings and banking
- Experience of using a range of office equipment
- Experience of collating and presenting statistical data
- Experience of setting up and maintaining filing and record keeping systems
- Experience of using a variety of IT software packages including Word, Excel, ParentPay, email, mail merge at intermediate level and able to learn other software packages as required

### **Education, training and qualifications:**

- Good general standard of education particularly in numeracy

### **Relationships:**

- Ability to work effectively as part of a team with minimal supervision
- Confident in assisting managers, staff and members of the public to resolve their queries
- Demonstrates a clear understanding of customer care
- High level of verbal and written communication skills including accurate grammar, spelling and punctuation
- Excellent telephone manner
- Able to deal with interruptions and put the customer first

#### **Equalities and diversity:**

- Demonstrates an understanding of, and commitment to Equalities and Diversity and demonstrates ability to implement this in both service delivery and employment

#### **Skills and knowledge:**

- Ability to organise and prioritise workload to meet tight deadlines
- Ability to take instructions and work on own initiative
- Ability to work in a methodical manner to a high standard of accuracy with attention to detail (T)
- Ability to produce standard letters, reports, invoices and do mail merge
- Ability to demonstrate flexibility to meet the needs of the section and towards duties of post
- Understanding of confidentiality and the Data Protection Act
- Ability to work with a range of ordering and payment systems both manual and computerised

#### **Communications:**

- Ability to communicate well verbally, in writing and by telephone to a wide range of people (T) Section 2
- Desirable Requirements: (T) = to be tested at interview

#### **Experience:**

- Experience of using Bromcom