

FINANCE & HR ASSISTANT **VACANCY**

- JOB TITLE:** Finance & HR Assistant
- PLACE:** Lanesend Primary School, Cowes, Isle of Wight
- CLOSING DATE:** Tuesday 10th July 2024
- HOURS:** 6 hrs. per day / 30 hrs per/week. Monday to Friday.
46.07 weeks per/ year. Term Time Only + 5 Inset Days.
- SALARY:** 12-month FTC - in the first instance
- NJC Scale 4: SCP: 07 - 11
 - FTE: £24,294 to £25,979 per annum
 - Pro-rata Salary: £17,451 - £18,662 per annum
- START DATE:** Monday 2nd September 2024. Subject to enhanced DBS clearance.
- RESPONSIBLE TO:** Headteacher
- REPORTS TO:** School Business Manager
- APPLICATIONS:** Completed application forms to be returned by 10/07/24
finance.manager@lanesendpri.iow.sch.uk
- INFORMATION:** Further information, school visit &/or application form
www.lanesendprimary.co.uk or contact SBM Angela Cordon (01983)293233

SAFEGUARDING: This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted. All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service check <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Additional Information

Work Permits: we may be able to obtain a Work Permit for this post but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

PURPOSE OF THE JOB

- To support the Finance and HR Manager in administrative, financial and organisational processes within the school;
- To liaise with families, visitors and other stakeholders and to be an ambassador for the school and embody the value, vision and ethos of the school in all interactions;
- To respond of the needs of the school including covering in other administrative areas, potentially at short notice.

KEY ACCOUNTABILITIES - To support the Finance and HR Manager with administrative support by:

Administration:

- Undertaking general administration support for the Finance and HR Manager;
- Supporting effective communication through email, phone and online platforms;
- Using a range of IT platforms including Microsoft Office and Arbor;
- Supporting the Finance and HR Manager with maintaining accurate files and records for both paper and online systems.

Finance & Payroll:

- Processing and managing purchases and invoices;
- Manage the school's payroll input ensuring accurate payroll records are held and updated in line with payroll calendar deadlines, accurate and timely data is submitted to the payroll providers in accordance with the internal quality assurance and sign off processes as part of the monthly payroll cycle.
- Preparation for pension returns and audits;

HR:

- Providing administrative support for recruitment, onboarding and induction processes for new staff;
- Ensure that all employee information is accurately input and maintained within the HR & Payroll Information System and staffing information in the MIS, ensuring electronic employee records are accurate. This will include responsibility for data entry, and assisting with regular and ad hoc reporting, and an annual data cleansing exercise.

- Maintaining the staffing absence records on the required systems.
- Completing the School Workforce Census annual return.

Working with Staff, Families and Relevant Professionals:

- Communicating effectively with other staff members and pupils, and with families as necessary;
- Collaborating and work with colleagues and other relevant professionals within and beyond the school;
- Developing effective professional relationships with colleagues.

Other Areas of Responsibility:

- Supporting the aims, values, vision and ethos of the school and participate in a team approach to all aspects of school life;
- Attending and contributing to staff meetings and INSET days as required and identify areas of personal practice and experience to develop;
- Taking appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately;
- Promoting respect, self-esteem and a positive, inclusive ethos for all children and adults throughout the school;
- Working in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;
- Promoting the safeguarding of all pupils in the school;
- To be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy;
- Maintaining confidentiality in all aspects of the role and follow current GDPR guidance;
- Attending any such training as is required to fulfill the requirements of the role;
- Undertaking such additional duties as may be reasonably required commensurate with the level of responsibility.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: June 2024

Additional Information

- All posts within the school are subject to a six month probationary period
- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

Finance and HR Assistant Lead Person Specification

SKILLS/ ABILITY/ EXPERIENCE	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>QUALIFICATIONS AND TRAINING</u>		
English and Maths GCSE grade C and above and or higher education qualifications.	Essential	5
Degree in relevant subject	Desirable	3
<u>EXPERIENCE</u>		
Strong practical organisational and time management skills	Essential	5
Willingness to learn new skills and acquire new areas of knowledge	Essential	5
Experience of processing financial information	Desirable	4
Working in HR and dealing with personal information confidentially and sensitively	Essential	5
<u>SKILLS AND KNOWLEDGE</u>		
High level of mathematical knowledge and the ability to calculate accurately and fluently	Essential	5
Confident in the use of ICT and relevant software packages (Microsoft Office)	Essential	4
Experience in use of financial, HR and information systems (Arbor, IComplete, Edupeople)	Desirable, training given as required	4
Excellent attention to detail Understanding of data protection and confidentiality	Essential	5

Additional requirements

- Commitment to the safeguarding of children

Agreed by [Job holder]	Signed:	Date:
Agreed by [Headteacher]	Signed:	Date: