



RECRUITMENT PACK

Finance & Administration Officer

Villiers High School
April 2025

About Us



Villiers is a highly successful 11-19 co-educational school; our pupils come from diverse backgrounds, and they work, play and flourish together developing respect and understanding of a variety of cultures. We have grown considerably in size and popularity in recent years; a reflection of our high standards and fantastic achievements. Our pupils leave with qualifications that will set them up for the world of work and further education. Our 150 teaching and support staff do an excellent job of educating nearly 1500 pupils each year and although this makes us larger than the England average, we are smaller than many local High schools. This makes us the right size to offer a full range of academic and vocational subjects taught by specialist teachers whilst retaining a small 'family' style supportive environment in which we get to know every child. We are rightly proud of our personalised approach to pupils' learning needs. It is a regular event that 100% of our Sixth Form students achieve a place on a course at a university of their choice. We are particularly proud of our enrichment programme; we have expanded the range and diversity of our clubs and trips over recent years and are delighted to be able to give our pupils once in a lifetime opportunities to travel and learn.

Our History

Southall County School first opened in 1907. It was one of the first secondary schools to be built by Middlesex County Council to cater for the expansion of education envisioned by the 1902 Education Act and remains the longest established school in the borough. Southall then was a small country town surrounded by farms and market gardens; The Great Western Railway, the Gas Works and the Monstead's Margarine were the only signs of industry. The school grew under the leadership of the first two Headteachers – Samuel Pollit and Charles Vernon, who guided the school through the two World Wars and the depression, to emerge into the sixties when it was amalgamated with the Technical School in Beaconsfield Road, to become Southall Grammar Technical School.

The current Headteacher, Christopher Richards, was appointed as Deputy Headteacher in April 2017 and latterly as Senior Deputy Headteacher. In May 2019, the school achieved its Outstanding status in every category for the first time in its history.

Benefits

- Highly competitive salary
- Subsidised School meals
- Subsidised coffee shop on site
- Local authority pension scheme with up to 13% employer contributions
- Additional 3 wellbeing days (1 day per term for all staff)
- Access to Ealing Borough Services employee discounts including cycle to work, Ealing Credit Union and reimbursement on eye tests for screen users



Our Vision:

A world-class inclusive school at the beating heart of its community.

Our Values:

Honesty, Empathy, Aspiration, Respect, Tenacity

Other:

We are pleased to inform stakeholders that work to complete our new £25m building is likely to start in 2025 with completion expected by Autumn 2026. This new Eco building will transform teaching, learning and support staff spaces.

Location:

We are 0.5 miles (Southall station) from the new Elizabeth line and located centrally for all Bus routes including the Superloop (SL8) as the school is 0.2 miles from the Uxbridge Road.

Our weekly blog, '**Family Bulletin**', can be seen [here](#)



Finance & Administration Officer Permanent



Overview of role

Villiers High School is looking to appoint a professional, self-motivated, and organised person to assist the Finance Manager on all aspects of financial administration. The successful candidate will focus on the administration of the school finance and lettings.

The successful candidate is expected to have effective communication and be able to start as soon as possible. Good knowledge of finance and accounting, with practical experience is essential.

Salary: (Grade 4-5) NJC £27,996-£31,581 per annum (inclusive of London Weighting and Ealing supplement)

Contract/Hours: 35 hours a week, 52 weeks (*would consider part-time or flexible hours for the right candidate*)

We are offering an exciting opportunity for the right person with a positive can-do attitude. **The successful candidate will need to:**

- * Be resilient, flexible and demonstrate an ability to work in a busy environment.
- * Be well organised.
- * Be punctual and have honest communication skills.

In return you will receive:

- * The support of committed, dedicated and friendly colleagues.
- A school which is reflective and striving for continual improvement.

Disclaimer:

The school reserves the right to close the position early on receipt of a strong application, so if you are interested, we would urge you to apply sooner rather than later.

Job Description



Main purpose

- Assisting with all aspects of the development and effective operation of the finance department.
- Assisting with operating and monitoring all school accounts and budgets, ensuring the safe receipt and handling of cash and cashless reconciliation of transactions.
- Completing administrative routines relating to orders, invoices, payment of suppliers, income, maintaining stock and other administrative tasks.
- Undertaking general office and administrative duties, as required.

Key responsibilities:

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, and contractors.
- Assist in the preparation of statistics and management information regarding finance as required by the Line Manager, the Headteacher, Governors, Auditors, Local Authority and the DfE, including end of year accounts and the Schools Financial Value Standard.
- Assist in maintaining and updating information held on School Databases, in particular those relating to finance including recording expenditure and income, accessing and producing reports for budget holders.
- Process orders ensuring sufficient funds are available beforehand, receive delivered goods and process invoices.
- Assist staff with placing and following up orders, advising on best value, providing details of alternative suppliers.
- Process payments following required authorisation and ensure payments are signed by relevant signatories.
- Ensure appropriate leave of record keeping for school credit card transactions.
- Issue petty cash payments ensuring required receipts and signatories are obtained for all purchases.
- Deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors, and the bank.
- Ensure the safe receipt, handling and banking of monies and cheques received.
- Ensure all the returns are delivered on time.
- Assist in organizing school trips and maintaining record of income and expenses.
- Assist in transferring data safely when database systems are introduced and/or changed.
- Assist in the setting up and maintaining of archive files and historical data.
- Assist in the collection, entry and extraction of data required to complete statutory returns.

- Ensure all the school contracts/leases information are recorded and updated from time to time.
- Assist with all aspects of payroll administration within the relevant deadlines, including preparation of timesheets, submission of variations and new details, entry of sickness data.
- Assist in maintaining school inventories.
- Ensure that all administrative duties, checks, and documentation are completed to the required level of accuracy including returns and reports.
- Maintain both manual and computerised record and filing systems in line with audit requirements such as the authorised signatories list, invoices, petty cash vouchers, chequebooks.
- Take minutes/notes in meetings as required and circulate associated information.
- Answer incoming and internal switchboard calls, dealing with requests and enquiries and taking messages as required.
- Assist in organising the letting of school premises, including dealing with initial enquiries, sending out documentation and contracts, liaising with staff as appropriate.
- Meet and greet prospective clients, showing facilities in a timely efficient manner.
- Meet school income generation targets, ensuring good use of site premises outside of school hours.
- Update lettings calendar and communicate with key staff about future events, ensuring maximum use of premises and minimum clashes.
- Ensure all procedures are followed, pre and post event with the lettings team, especially feedback from clients and safety on site.
- Ensure that all preparations required prior to hosting events are taken in good time, are coordinated and communicated to relevant staff.
- Assist in school emergencies as required, including locating relevant staff, contacting emergency services and completing necessary documentation.
- Keep abreast of developments and changes in fields relevant to role and communicate to staff as required.

Special conditions of employment:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1971 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their Application Form and are expected to disclose such information at the Appointment Interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Police Checks. Prior to taking up the post, the successful candidate will be required to give written permission to the school to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such convictions.

Equal opportunities:

The postholder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

Person Specification



Qualifications

A good level of general Education including English & Maths at GCSE level or above

Computer Literate such as having the ECDL or equivalent

Professional Knowledge and Experience

Knowledge of Behavior Management and Improvement Strategies.

Successful experience in raising student achievement.

An efficient organised worker with good ICT Skills.

Knowledge of Safeguarding Protocols and KCSiE

Ability to engage with and analyse data.

Professional Skills

The ability to identify innovative solutions to whole school business.

The ability to influence staff and students to take positive action and to change habits

A passion for education.

A good experience of working with adolescent's, preferable in education setting.

A good knowledge of how to work collaboratively with a wide range of students

A good knowledge and understanding of the academic curriculum

A commitment to an ambitious, inclusive and comprehensive education and a relentless focus on improvement.

A good practical understand of mechanisms for maximising opportunities for professional development of staff.

The ability to reflect on your own practice and develop and change with experience, and the desire to continue learning.

An ability to support staff to handle change.

The ability to take initiative and manage own work and development.

The willingness and ability to work effectively in a team.

High expectations of self and others.

Personal qualities

Ambitious, positive, committed, energetic, creative, enthusiastic, hard-working, determined, a clear thinker, assertive and with a good sense of humour

Recruitment Schedule and Other Information

ACTIVITY	DATE
Salary	Grade4-5 (£27,996-£31,581)
Closing Date for Application	20 th June 2025
Interview	To be Confirmed
Offer	Asap
Start date	Sept 2025

How to Apply

Bring your true self, expertise, and passion to Villiers where we are continuing to strive to build a school where authentic inclusion and belonging is at its heart. Every one of our staff and students' identities, backgrounds and diverse experiences makes us who we are – so embrace yours by applying today. We acknowledge our need to address the current underrepresentation of staff from LGBTQ+ communities those with disabilities and minority backgrounds.

To apply, please complete the “Support Staff application form”, addressing the details included in the job description and person specification.

We will also need supporting statements detailing why you are a good fit for Villiers High School and this role.

Queries & Support

Thank you for your interest in Villiers High School and if you have any queries, or require support in submitting your application, or need any adjustments due to a disability or neurodiverse condition please contact a member of HR Team on HR@villiers.ealing.sch.uk or +44 (0)20 8813 8001.