



Woking High School
Inspire, Challenge, Achieve



Finance and Lettings Assistant
Application Pack
Spring 2025



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For further information or to arrange a visit, please contact:

✉ recruitment@wokinghigh.surrey.sch.uk

☎ 01483 888 447

Finance and Lettings Assistant

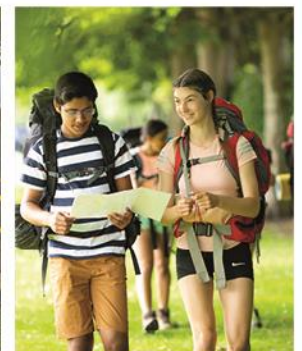
Pay	Surrey Pay Level 5 £15,542 - £17,296 actual (£25,777 to £28,686 FTE)
Hours	24 hours per week over 4 days minimum 41 weeks per year (term-time plus 3 weeks)
Contract type	Permanent
Reporting to	Head of Finance and Resources
Start date	ASAP
Closing date	24 th February 2025, 10am

Job Profile

To assist the Finance Manager with the effective operation of the purchase ledger function of the school and to co-ordinate the letting of school premises to external organisations.

Key Responsibilities – Finance

- Use Access finance system to process purchase orders in accordance with procedures and ensure the correct posting of cost centres, ledger and fund codes.
- Manage the purchasing of goods and services and ensuring any purchases of supplies are in accordance with the Woking High School Finance Policy.
- Ensure value for money at all times.
- Set up new suppliers, ensuring all documentation is in line with policy and procedures.
- Liaise with suppliers regarding orders, invoices, deliveries and returns.
- Ensure that deliveries of ordered items are distributed to correct staff or departments.
- Investigate and resolve queries from suppliers, debtors, budget holders and staff.
- Monitor outstanding commitments on Access to ensure they are current and valid.
- Prepare supplier catalogues for uploading on Access.
- Assist with the collection of donations within the school.
- Support all month-end and year-end finance procedure and internal and external audits.





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Key Responsibilities – Lettings

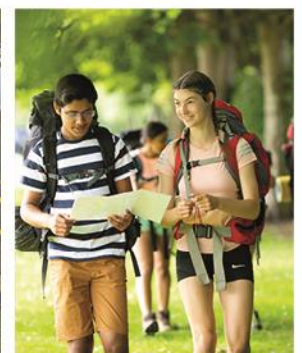
- Organise the booking of school facilities in accordance with the school's lettings policy.
- Provide a point of contact for all letting enquiries.
- Ensure that those using the facilities abide by the school lettings policy, as well as ensuring that the school is delivering what we agreed when hiring out the premises e.g. sports equipment etc.
- Raise sales invoices for lettings and credit notes in a timely manner.
- Chase up any late invoice payments in line with the school's policy.
- Pass on any customer comments or complaints to the Operations Manager for response.
- Liaise with the Site Team in respect of requirements for individual lettings.
- Support the Operations Manager in reviewing the lettings policy and procedures.

General

- Provide friendly, professional and effective point of contact for the school.
- Follow school policy and procedures for site security and child protection, as specified in the Safeguarding Policy.
- Ensure confidential, tactful and secure management of sensitive information.
- Work as part of a wider finance and administration team in order to provide cover for other roles, as and when required.

Personal Development

- Take responsibility for your own continuing professional development.
- Be aware of school procedures and to comply with school policies and procedures.
- Complete all compulsory training modules (e.g. safeguarding etc.) required.
- Maintain confidentiality in and outside the workplace.





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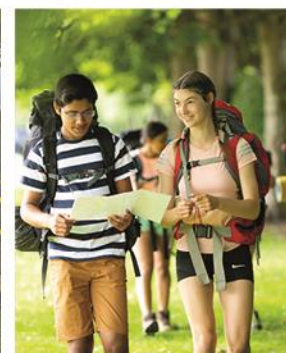
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Person Specification

	Essential	Desirable	Evidence From
Qualifications and Training			
A good level of general education and relevant training (5 GCSEs or equivalent including English and Maths).	✓		A/C
Bookkeeping, AAT, or similar, qualification.		✓	A/C
Knowledge, Experience and Skills			
Excellent numeracy and literacy skills.	✓		
Good analytical and problem-solving skills.	✓		
Good organisational skills	✓		
Working knowledge and experience of computerised finance systems and financial controls.	✓		A/R/I
Have sound knowledge of Financial Procedure and recent experience of working in a Finance Office, School or similar organisation.	✓		A/R/I
Working knowledge of Access or similar finance software.		✓	A/I
Experience of and competence with Excel spreadsheets, Accounting software and Microsoft Word	✓		A/I
Working knowledge of Tucasi/SCOPay		✓	A/I
Previous experience of cash handling.		✓	A/I
Excellent communication skills, both written and verbal.	✓		A/R/I
Ability to work independently and as part of a team and to make a positive contribution to the team's effectiveness.	✓		A/R/I





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Personal Qualities			
Evidence of the highest levels of personal and professional integrity.	✓		A/R/I
The ability to act as an excellent role model for staff and students.	✓		A/R/I
Flexible approach to working hours.	✓		A/R/I
Excellent time management and organisational skills.	✓		A/R/I
Professional manner at all times.	✓		A/R/I
Willingness to participate in development and training opportunities.	✓		A/R/I
Ability to work under pressure, prioritise workload, meet deadlines and manage time effectively.	✓		A/R/I
Ability to adhere policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities.	✓		A/R/I

Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate

Closing date: 24th February 2025, 10am

Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>.

By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

