



**RAINHILL  
HIGH SCHOOL**



**RainhillSixth**

CANDIDATE

# RECRUITMENT PACK

FINANCE ASSISTANT



## LEARN THINK CONTRIBUTE CARE



RAINHILL  
HIGH SCHOOL



LIPA  
4:19  
ASSOCIATE ACADEMY



BRONZE  
SCHOOL MENTAL  
HEALTH  
AWARD



EQUAL CAREERS  
ACCREDITED  
EDCS



BCS  
Centre of  
Excellence



LIVERPOOL  
HOPE  
UNIVERSITY



ARTSMARK  
PLATINUM AWARD  
AWARDED BY ARTS  
COUNCIL ENGLAND



RAINBOW  
TEACHING  
SCHOOL HUB



RAINBOW  
TEACHING  
SCHOOL HUB



STEPHENSON  
EXCELLENCE, TOGETHER.



Ofsted  
Good  
Provider

# WELCOME FROM THE PRINCIPAL

Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website [rainhillhighschool.org.uk](http://rainhillhighschool.org.uk) or alternatively contact [jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Our school has a long and strong record of academic success and the destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.  
**Mrs J Thorogood**  
Principal

## **FINANCE ASSISTANT**

### **Role Overview**

**DIRECTLY RESPONSIBLE TO:**  
Chief Finance and Operations Officer

**COMMENCING:**  
As soon as possible

**CLOSING DATE:**  
Monday 10<sup>th</sup> February 2025  
9am

**INTERVIEW DATE:**  
Friday 14<sup>th</sup> February 2025

Prospective candidates can visit the school by prior appointment by calling 01744 677205

Please return application forms to;  
[jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

An exciting opportunity has arisen for a highly organised, accurate and efficient Finance Assistant to start as soon as possible and be part of our busy finance department. The successful candidate will be responsible for the processing and inputting of financial and payroll related data, checking of procedural compliance and that operational processes are implemented to achieve efficiency and best value for the school.

The successful candidate must be able to demonstrate a strong work ethic, be a strong team player, have a flexible approach and must be able to prioritise their workload to meet specific deadlines. Excellent numerical, interpersonal and communication skills, alongside the relevant experience of working in a financial environment and familiarity with using computerised finance packages is essential.

Previous experience of working in an educational setting is desirable but not essential.

If you believe you have the skills and dedication to meet our standards and be part of our pursuit of excellence, then Rainhill High is the school for you. The Academy is working hard to make a difference to staff workloads by investing time, technology, and support to make Rainhill an attractive place to work.

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, The Fowler Education Faculty, SSAT, Rainbow teaching school hub and the educational endowment fund. We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education.



***“Staff felt that leaders are supportive of their well-being and cognisant of their workload”***  
**OFSTED**

***“When I started I thought the school was massive and that I would get lost every day  
but you soon find your way, I really enjoy it here”***

**Year 7 student**

***“I go to Zoology club to learn about animals and how to look after them.  
The school has loads of opportunities for you to get involved in”***

**Year 8 student**

***“My teachers are all really helpful,  
if you get stuck they help you to understand”***

**Year 9 student**

***“Leaders follow up on any concerns quickly and effectively”***  
**OFSTED**



# JOB DESCRIPTION



|                               |                                                                  |
|-------------------------------|------------------------------------------------------------------|
| <b><u>Post:</u></b>           | <b>Finance Assistant</b>                                         |
| <b><u>Grade:</u></b>          | NJC SCP 5-6 £22,316 -£22,974 actual pa                           |
| <b><u>Contract:</u></b>       | 37 hours per week Monday - Friday<br>Term-time only plus 3 weeks |
| <b><u>Responsible to:</u></b> | <b>Chief Finance and Operations Officer</b>                      |

## **Purpose of the Post**

To provide administrative support to the Chief Finance and Operations Officer through the processing and inputting of financial and occasionally payroll related data and checking of procedural compliance. To work with the finance team to ensure financial and payroll procedures are followed and operational processes are implemented that achieve efficiency and best value for the school.

## **Specific Responsibilities:**

1. To be responsible for the collection and banking of all monies
2. To be responsible for the ordering of all goods and services, and the maintenance of appropriate records and checks using the PS Financials accounts system
3. To be responsible for checking and processing of all invoices
4. To be responsible for maintaining the petty cash, ensuring Financial Procedures are followed and reconciliation takes place on a weekly basis
5. To maintain the Free School Meals system - liaise with St Helens MBC, Liverpool MBC and Knowsley MBC regarding FSM
6. To maintain and update the Equipment Register System on a monthly basis
7. Print and distribute monthly budget reports for each budget holder
8. Collate finance information for Chief Finance and Operations Officer on request
9. Maintain filing records to audit standard for orders and invoices. Maintain accurate records using Equipment Register of all electrical equipment bought within the school
10. Maintain and reconcile School Fund and trips account
11. External Invoices - Raise external invoices for the letting of school premises and music tuition
12. To monitor incoming payments and alert Chief Finance and Operations Officer when debtors default
13. Minibus – To be responsible for the booking of the school minibus and coaches, and to ensure that departments are billed accordingly for their use of the minibus. Keep mini-bus and driver check records up to date, communicating any issues and results of annual checks to the Chief Finance and Operations Officer
14. Assist in processing, and maintaining accurate records for overtime claims from staff

## **Generic responsibilities:**

- To work consistently to uphold school's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. 1 professional, and appropriate, appearance at all times including when out of school, eg trips, CPD etc.

### **Additional Duties**

To be willing to be trained as, and to be one of the school's many First Aid Officers.  
Any other duties deemed reasonable, as directed by the Chief Finance and Operations Officer.

The post is subject to a satisfactory Enhanced Disclosure & Barring Service check and satisfactory references.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

# PERSON SPECIFICATION



| Criteria                                                                                           | E/D |       |
|----------------------------------------------------------------------------------------------------|-----|-------|
| <b>Knowledge and Experience</b>                                                                    |     |       |
| Experience of working in a financial environment                                                   | E   | A/I   |
| Planning own workload to meet deadlines                                                            | E   | A/I   |
| Developing and administering procedures and systems                                                | E   | A     |
| Experience of working in a School or other educational setting                                     | D   | A     |
| Experience of working in a similar role                                                            | D   | A/I   |
| Working knowledge of computerised finance systems and controls                                     | D   | A/I/T |
| Basic understanding of accounting principles                                                       | D   | A/I/T |
| <b>Qualifications and Training</b>                                                                 |     |       |
| Good standard of education including GCSE English and Mathematics (Grade C or above) or equivalent | E   | A     |
| Hold or be studying towards a finance related qualification                                        | E   | A     |
| <b>Skills and Abilities</b>                                                                        |     |       |
| Proficiency in Microsoft Excel and Word                                                            | E   | A/I/T |
| Good written and oral communication skills                                                         | E   | A/I   |
| Good organisational skills                                                                         | E   | A/I/T |
| Good time management                                                                               | E   | A/I   |
| Working as part of a Team                                                                          | E   | A/I   |
| Can use own initiative                                                                             | E   | A/I   |
| Pro active                                                                                         | E   | A/I   |
| Ability to work effectively under pressure and meet deadlines                                      | E   | A/I/T |
| Be proactive in undertaking further professional development                                       | E   | A/I   |
| <b>Commitment to Equal Opportunities</b>                                                           |     |       |
| Ability to understand and demonstrate commitment to equality and diversity                         | E   | A/I   |

E = Essential requirement of the role    A = Assessed via the application form    P = Presentation    D = Desirable requirement of the role  
 I = Assessed at Interview    T = Task    R = References

## GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults, please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

**Section 6:** This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

**Section 7:** Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

**Section 14:** In line with the statutory guidance document Keeping Children Safe in Education (2023) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to [jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for [Non-Teaching Application Form](#)

# OUR PARTNERS



Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood.

Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.

