

SOUTHEND HIGH SCHOOL FOR BOYS

FINANCE ASSISTANT Candidate Information



At Southend High School for Boys, talent is nurtured, and learning is valued. Challenge is welcomed, participation is expected, and achievement is prized. Pupils are happy and prosper at the school. The education we provide is world class.

Welcome

Thank you for your interest in our school and for reviewing this application pack.

I have been a member of the staff team at Southend High School for Boys since January 2005, taking on the role of Headteacher from September 2024. This is a great school. Every day is rewarding. The school and governing body are committed to providing a high-quality service so that every child fulfils his or her potential.

We recognise this can only be achieved through the recruitment and retention of talented, motivated employees who are suited to, and fulfilled in the roles they undertake. Please look at our website; it will help give you a sense of our values and offers an insight into the vibrant activity that fills each week.

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Pupils are happy and prosper at the school.

As a grammar school, high academic expectations are central to our purpose, and these are sustained through an extensive programme of support and guidance. Pupils develop their confidence and enthusiasm through a wide range of creative, sporting and other endeavours.

Southend High School for Boys stands on a superb site within walking distance of Prittlewell Station and the centre of Southend. Pupils retain fond memories of their years at the school and stay in contact for many years.

Our school preserves values and traditions from the past and prepares pupils through a contemporary curriculum for the world of tomorrow.

With best wishes



Rachel Worth
Headteacher

"Contemporary traditions: one with future and with past"



....from the Head

About The Role

For over 100 years, Southend High School for Boys (SHSB), has been providing a world-class education inspiring and empowering boys aged 11-16 along with boys and girls in our sixth form, to achieve their full potential. Our rich heritage and commitment to academic excellence, makes SHSB a truly unique and inspiring place to learn and work.

We are looking for a part time Finance Assistant who can provide an efficient and effective data service for the School.

Reporting to the Finance Manager you will work alongside a counterpart part time Finance Assistant to provide efficient and professional support to our finance function, primarily the 'Accounts Receivable' function.

About The Role:

As an organised, strong communicator you will:

- Complete and process orders and requisitions
- Check and process invoices and credit card transaction documentation

- Maintain the preferred suppliers list, and set up new suppliers as required
- Prepare BACS file documentation, and work with Finance Manager on associated processes.
- Work as part of a small Finance team to ensure timely and professional response to queries or enquiries from all stakeholders (pupils, staff, parents and suppliers).

About You:

- You'll have some experience of general office administration and finance processes.
- You'll be comfortable working with finance software systems and Microsoft Office.
- You'll be able to manage time effectively, and able to use initiative to resolve queries or challenges.

.....the opportunity



2020 Vision



SHSB's main school, has 180 boys in each year group 7 to 11, and a large sixth form with 400 A-level students - a mix of boys and girls, with over 100 girls. The school was rated outstanding against every inspection criteria (Ofsted 2024) and has been recognised as one of the top schools in East Anglia.

Ofsted referred to 'an ethos of excellence in both academic achievement and a wide range of activities that permeates all aspects of the school' and they described 'the quality of education provided at SHSB as **world-class and second to none**'.

We are immensely proud of our exceptional academic outcomes, which routinely place our students amongst the top performers nationally. However, through our 2020 vision, we are also committed to developing our students as future leaders who are morally, socially and emotionally equipped to take an active role in society.

Pupils spend seven years at Southend High School for Boys: the influence of the school throughout those years can be significant in determining the life trajectory for every student. Our vision is to set them on the path towards young adulthood with the highest aspirations and equipped to make a positive and worthwhile contribution to society – often in the role of leaders. Pupils learn what we teach, but more significantly they learn by how we teach.

Talent is nurtured, learning is valued, challenge is welcomed, participation is expected, and achievement is prized. The school is recognised as a welcoming institution, with an open and friendly approach, where outstanding behaviour is elicited through fostering mature relationships. It is this that makes Southend High School for Boys such a unique, supportive and remarkable place.

Our passionate and hard-working staff deliver the highest standards of teaching and learning, being highly motivated subject matter experts; a fact endorsed by Ofsted. Our staff provide unwavering support and guidance to all students, equipping them with the knowledge and skills to excel.

Our students are ambitious for themselves and for others. They embrace challenge and aim for the highest standards in everything they do. From enriching extra-curricular activities to embracing leadership opportunities, our students develop into confident and capable young men and women who go on to make strong and effective contributions to society.

We successfully blend progressive initiatives with our treasured traditions including our thriving house system which was established in 1908 and remains a very important part of life at SHSB today. People enjoy being part of our community because it is a place where the traditional values, mutual respect, integrity and care are placed at the heart of all we do. Being a part of this school means being part of something truly exceptional, and our students are proud to wear the green blazer.



.....our School, our Ethos



SHSB is a creative and pioneering teaching community. In 2006 we became a Leading Edge school. This accolade recognised our programmes for improving learning and for encouraging innovation. Our philosophy is to share good practice, encourage creativity and nurture innovation so pupils benefit from a stimulating learning experience and staff benefit from collaboration and professional development with like-minded enthusiastic individuals.

The school is strongly committed to supporting staff in their educational research and gives time allowances and subsidies for this. Over a third of our staff have achieved higher degrees during their time with us. We regularly support other colleagues in other schools, having been designated as a regional research hub in 2019, and have a wide-ranging professional development programme.

We were the first secondary school in the Eastern counties to receive the Challenge Award and the first in the world to secure a fifth accreditation, in recognition of our provision for the highly able learners.

Assessors in the report commented: "Southend High School lives up to its aim of 'Nurturing and Supporting Young Talents' through offering exciting and stretching opportunities for learning well beyond those offered in many other schools. Pupils make full use of these opportunities, share responsibility with staff for setting and achieving challenging targets for themselves and are proud of their achievements. Challenge is firmly embedded in all aspects of school life."

Our values are reflected in various accolades including being recipients of the Gold Equalities Award for our pioneering work in this field, as well as being a Fairtrade institution and a Pupil Premium Awards winner.

The school offers an extensive range of extra-curricular activities and has an excellent reputation locally for its sport, music, science and drama. We are proud of the fact that our most able athletes have competed in international competitions, have represented England at World Schools Championships in cross country and athletics and have won over 20 national titles in the last 10 years.

Success isn't only achieved through exceptional performance. It's about consistency, and consistent hard work leads to success.



.....our School, our Ethos

Job Description



Job Overview

- **Job Title:** Finance Assistant
- **Reports to:** Finance Manager
- **Job overview:** Assist the Finance Manager in providing financial support to the school

Main Duties

- Operation of the finance accounting system
- Completion and processing of orders and requisitions
- Monitoring completion of electronic order forms and notification of non compliance
- Assisting staff with queries and advising about suppliers and prices as when required
- Processing of invoices ensuring they have been authorised by the budget holder
- Undertaking payment of invoices ensuring that delivery notes and invoices match with purchase orders
- Processing all necessary paperwork in connection with credit card transactions from ordering to payment stage
- Processing online transactions ensuring paperwork complete with necessary authorisations
- Operating the 'Accounts Receivable' function raising quotes, invoices, reminders where necessary and recording & banking income, checking 'aged debtors list' monthly for outstanding payments
- Responsibility for the timely collection of all debts
- Maintain a preferred suppliers list and update supplier database
- Process reprographic recharges on a monthly basis
- Check suppliers' statements as and when received, requesting copy invoices if necessary
- Undertake filing as and when required
- Assist in monitoring departmental budgets informing budget holders of overspends in liaison with Finance Manager
- Input petty cash receipts and direct debit invoices into the finance system.
- Prepare and write cheques in accordance with approved procedures.
- Set up and maintain student and staff accounts on the finance system.
- Ensure all financial tasks are carried out in accordance with school policies and government guidelines

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in its commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification



Qualifications & Experience	<ul style="list-style-type: none">• Experience of general office administration and finance (essential)• Able to demonstrate knowledge and experience of relevant finance processes, particularly the 'Accounts Payable' function• Experience of previously working in a school or education environment (desirable)• Good general standard of education – minimum GCSE or equivalent
Skills, Knowledge and Abilities	<ul style="list-style-type: none">• Excellent literacy and numeracy writing skills• Ability to use MS Office products, in particular proficient in the use of Microsoft Excel• Ability to use financial software systems• Good organisational skills• Ability to work accurately with attention to detail• Creative approach to problem solving• Strong time management skills, able to manage multiple deadlines and competing priorities
Personal Attributes	<ul style="list-style-type: none">• Demonstrate a clear commitment to develop/learn in the role and performance• Ability to establish rapport, respect and trusting relationships with children, their families and carers and other adults• Able to follow instructions accurately• Able to work within a small team environment• Quick learner, able to pick up information and use of systems efficiently• Flexible approach to competing priorities• Positive attitude towards continual improvement and finding efficiencies and ways of working• Demonstratable attitude of seeking best value for the school

The benefits

Benefits:

- Auto-enrolment into a contributory pension scheme (LGPS for support staff, employer contribution 25%)
- Free on-site parking and cycle to work scheme
- CPD through internal and external providers (including a subscription to National College)
- Employee Support Programme offering retail discounts and vouchers, a 24/7 confidential advice line, and counselling.
- Specsavers Eye care vouchers
- Free use of the sports facilities

Key terms:

- Hours: 18 hours per week (over Monday, Tuesday and Friday). Please note that whilst exact working hours are negotiable with the successful candidate, the working days are fixed.
- Term time plus the equivalent of two week's hours to be worked during school holidays
- Duration: Permanent
- Location: Based on site within the school (please note due to the nature of the role tasks, there is no working from home applicable to this post)

- Remuneration: The Essex Schools' Local Government Scale 5, Point 9 (within ranges 9-12). FTE £27,254 gross per annum, actual £11,926 gross per annum. Figures include an element of holiday pay.

To Apply:

Please download an application form from our website and complete in full. There is a section on the form to articulate your reasons for applying for the post and your suitability. CV's alone will not be accepted due to safeguarding procedures.

Applications Deadline: 5th October 2025
Start date: 1st November 2025 (with expected handover dates prior to this)

Shortlisted candidates will be invited for interview. The need to appoint quickly means we reserve the right to appoint at any time.

Contact: Applicants who require further information should contact the HR Manager at recruitment@shsb.org.uk or telephone 01702 606 200.

.....how to apply



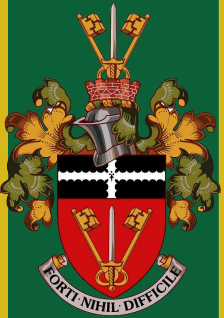
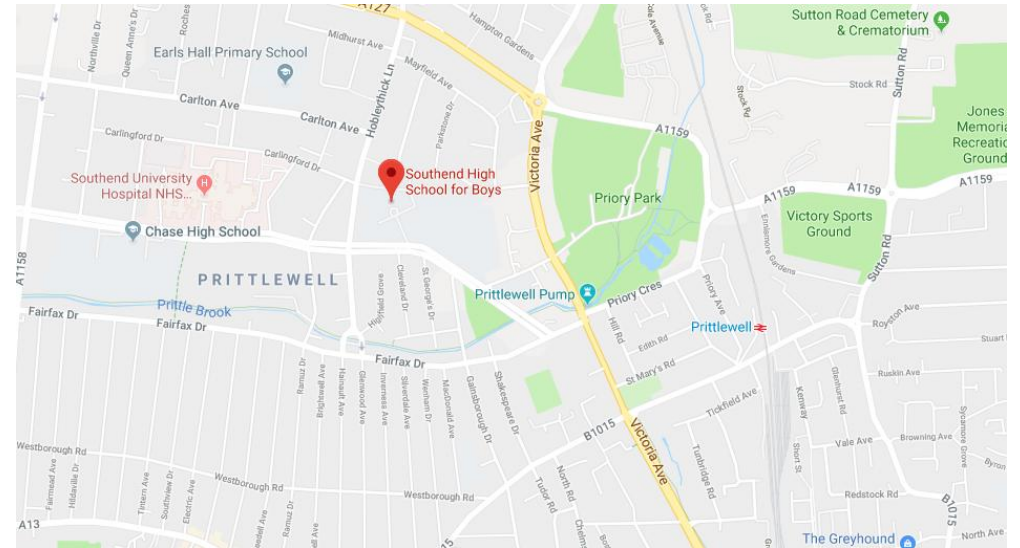
Our Location

Southend High School for Boys is situated in the heart of the city of Southend On Sea, a resort town on the north side of the Thames Estuary in Essex, southeast England.

Southend originally consisted of a few fishermen's huts and farms at the southern end of the village of Prittlewell. In the 1790s the first building, around what was to become the high street, were completed. In the 19th century Southend's status of a seaside resort grew after a visit from Princess Caroline of Brunswick and Southend Pier was constructed - the longest leisure pier in the world which it is serviced by a small train and has a museum at its shore end. The Cliff Lift, a century-old funicular, clings to the hillside and offers coastal views.

Southend is now the 52nd city in England and the second in Essex having been granted city status in 2022 by Queen Elizabeth II in memory of Sir David Amess, the Conservative MP for Southend West.

The school is thirty miles from London and is close to main road and rail links from London, and to Chelmsford and Cambridge.



.....how to find us

Data Protection and Privacy Notice:

Under data protection legislation, you have the right to request access to information we hold about you. To make a request, contact enquiries@shsb.org.uk. You also have the right to:

- object to the processing of personal data if it is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

We will always seek to comply with your request. However, we may be required to hold or use your information to comply with legal duties. If you have a concern about the way we are collecting or using your personal data, you can raise your concern in the first instance either with the HR Manager (HR@SHSB.org.uk) or our Data Protection Officer (dpo@shsb.org.uk). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Recruitment & Selection Policy:

The Trustees recognise the value of achieving a diverse workforce including people from different backgrounds, with different skills and abilities. We are committed to ensuring our recruitment and selection processes are conducted in a systematic, efficient, and effective manner, and promotes equality of opportunity. Please refer to our website for full details of our Recruitment & Selection policy.

Safeguarding:

SHSB is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974. To assess suitability to work with children, the School is permitted to ask applicants to declare all convictions and cautions in advance of attending an interview (including "spent" convictions unless they are "protected" under the DBS filtering rules)



.....your information

