



Wycombe High School

~ Girls' Grammar School ~



*At Wycombe High
we look beyond*



Appointment of **Finance Assistant**

REQUIRED AS SOON AS POSSIBLE

Bucks Pay Scale 4, pt 21 - pt 25 (currently £25,216 - £27,281 per annum, pro-rata for part time)

Flexible part time working arrangements, to be discussed at interview



Mind 2021-2022 Silver Award Winners

There is also an extremely generous pension scheme for staff at Wycombe High School

APPLY AT WWW.WHS.BUCKS.SCH.UK/VACANCIES





**Full job description can be found
on the school website**

The Role

We are seeking to appoint a Finance Assistant to provide a financial support service to the school. Working within a team of three Finance Assistants, and reporting to the Finance Team Leader, the successful candidate will have experience of purchase ledger, setting up any new suppliers and scrutinising requisitions to ensure probity and use of best value suppliers.

He/she will have experience of processing purchase orders in a timely and efficient manner. They will also administer the financial aspects of educational visits, checking the costings of visits and having oversight of insurance claims if necessary.

The role will require a team player who can administer the collection, recording and banking of income from school fundraising activities and school purchases made by students and their parents/guardians.

The successfully appointed Finance Assistant will work closely with the Finance Team Leader to identify and implement changes to processes and procedures which improve the effectiveness and efficiency of the Finance function.

In return, we offer the opportunity to work in a friendly, vibrant and outstanding school.

KEY DATES:

Deadline for applications
As soon as possible

Interviews will take place:
As soon as possible



The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics that we are looking for include:

- Educated to level 3 or above
- Knowledge of finance processes and procedures
- Knowledge of MS Office or equivalent
- Proactive and able to work on own initiative
- Ability to work quickly and accurately to tight deadlines
- A high standard of spoken and written English
- Able to learn new systems and implement systems in the working environment
- Excellent interpersonal and communication skills
- Strong team player as working in a team of Finance Assistants
- Experience of working in a school would be desirable, but is not essential
- Experience of managing own workload and meeting deadlines
- Committed to the ethos of Wycombe High School

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How To Apply?

The application form can be found on our website:
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a CV for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

SEND COMPLETED APPLICATION VIA EMAIL TO:

Mrs N. Renyard, Headteacher,
Wycombe High School,
Marlow Road,
High Wycombe,
Bucks, HP11 1TB
Email: hr@whs.bucks.sch.uk

KEY DATES:

Deadline for applications
As soon as possible

REFERENCES

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

SAFEGUARDING

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

Interviews will take place:
As soon as possible

Pay and Conditions

PAY SCALE

Bucks Pay Scale 4, Pt 21
- Bucks Pay Scale 4 Pt 25



£25,216 — £27,281 per annum, (pro-rata for part time working)

Flexible part time working arrangements, to be discussed at interview

Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits (22.8%).

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff. Discrete piercings in the lower ear only are allowed; and no visible tattoos, in line with expectations for students.



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At Wycombe High School, we

Look beyond the traditional grammar school.
Look beyond league tables and examination results.
Look beyond stereotypes and conventions.
Look beyond a world where futures are fixed.

At Wycombe High, we *look beyond*.



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T: 01494 523961
 Email: hr@whs.bucks.sch.uk

Visit our website at:
www.whs.bucks.sch.uk

Follow us on Twitter @WycombeHighSch

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