

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Finance Officer

Are you an energetic, talented, highly motivated and suitably experienced professional?

Then this will be the job for you.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

Heckmondwike Grammar School is a dynamic place to be.

SALARY

Range 16 (SCP 16-20)
(£24,432 - £26,446) - Pay
award pending

Actual salary (£19,809.47
to £21,442.42) for 30
hours, all year round

Actual salary (£18,045.48
to £19,533.02) for term
time plus 3 weeks)

TERM/ HOURS

30 hours per week,
preferably over 5 days, all
year round, or term time only
plus 3 weeks.

Please state your preferred
working pattern on
completed application form.

Working pattern to be
agreed.

Closing date 9am Monday
28th November 2022

Interviews due to be held on
Wednesday 7th December
2022



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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GRAMMAR SCHOOL

Finance Officer

Department Information

With a revenue budget of about £8m, and around 1,500 pupils our education provision is largely funded through government grant. As well as grant funding we collect a significant amount of money and transactions via ParentPay, a portal for requesting payments from parents for their child's school meals, trips and other additional resources. We also generate cash through impressive fundraising.

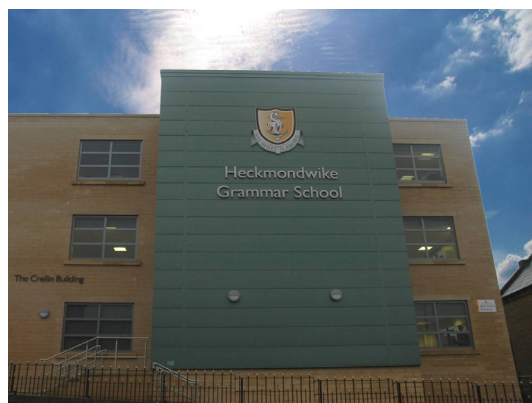
The Business Office Team is made up of the Finance Director, Assistant Finance Director, two Finance Officers, Payroll & HR Officer and a Recruitment & HR Officer. We run our own payroll and Human Resources functions and pride ourselves in the provision of a high quality financial support service.

Our clients include students, teachers and operational staff but we also work with a wide range of suppliers and external agencies.

Experience of working in a school is not essential but to be successful in this role, you will need to be able to work with young people of all ages. An understanding of academy or school funding would be helpful but is not essential. Like other schools, we face significant financial challenges but are confident that we will continue to manage these effectively.

This is a complex and at times challenging role which requires the post-holder to handle multiple work streams simultaneously. The post-holder will need to be well organised and motivated to ensure that our high standards are maintained and where appropriate, improved.

If you think you can work with us, we would like to hear from you.



Responsibilities

Specific responsibilities are set out in a detailed job description.

In return we can offer:

- Interesting work as a key member of a supportive team
- A learning-centred school where the best possible practice is the priority
- The opportunity to develop personally and professionally
- A vibrant, supportive community of like-minded individuals
- A competitive salary and membership to a Local Government pension scheme

What we need?

- Finance experience
- Strong mathematical and spreadsheet skills
- Experience of liaising with external suppliers
- Demonstrate a high standard of customer service
- A good standard of literacy
- Able to work under pressure and prioritise own workload
- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Work well as part of a team, as well as on your own initiative
- Honesty and integrity
- A flexible and open attitude to change
- Suitability to work with children

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How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

If you would like to arrange a visit before applying, please contact Dawn Jepson-North, Recruitment & HR Officer on 01924 402202 or djepsonnorth@heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



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