



# **JOHN KYRLE HIGH SCHOOL & SIXTH FORM CENTRE**

## **Vacancy Information pack**

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### **Finance Officer**



# Headteacher's Welcome

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Thank you for the interest in our school and the advertised post. I hope you find the information you require, but please contact us if not.

All roles in our school are important and I pledge personal support for each and every member of our fantastic community. I am privileged to lead this school and we all work hard to ensure that we succeed as a team. **"Together we are mighty"**.

Our key priorities as a school are simple and we all work towards our "TEACH" goals:

**T** Teaching and Learning  
**E** Engagement  
**A** Academic Outcomes  
**C** Community  
**H** High Quality Leadership

I look forward to receiving your application.

Kind regards



**JULIAN MORGAN**  
Headteacher





# Welcome



The school is fortunate to have hugely-committed staff who give their all, take Public Service seriously and are keen to provide extra-curricular activities in a multitude of areas. John Kyrle aims to provide all students with a life-enhancing secondary school experience where students feel happy and secure yet challenged.

John Kyrle is a popular and oversubscribed high school with over 1400 students who are drawn from the town of Ross and the surrounding rural areas. The school is located on the Ledbury Road about half a mile from the Market house and adjoining the dual carriageway. John Kyrle High School is organised on a year basis with form tutors and a head of year responsible for the pastoral care and monitoring of students. We also have a team of highly experienced Pastoral Support Assistants. Form tutors stay with their tutor groups from Years 7 to 11. A head of sixth form oversees Years 12 and 13.

The sixth form is accommodated in a purpose-built block which contains a common room, kitchen, study rooms and superb ICT facilities. Admission to the sixth form courses is open but preference is given to those students who achieve two grade 5s in subjects including English and Maths. Those who achieve grade 4s may still be admitted but this will be in consultation with staff. Sixth form courses include a wide range of A levels. Students show good progress and attainment at KS4. Progress in the sixth form places us in the top 2% of schools nationally for A level.

John Kyrle High School encourages students to participate in the many societies. Out-of-school activities and clubs exist to suit a wide variety of students' interests. Overseas study visits to Europe, Africa and North America and a large number of sports teams which represents the school at rugby, soccer, hockey, netball, athletics, cricket, tennis and rounders, are just some of the activities offered.

The school has excellent facilities, including sports fields, an all-weather sports surface, tennis courts, a specialist drama studio, a purpose-built art and ceramics facility, and a modern library. There are also technology workshops, a music-technology suite and practice rooms, computer and business rooms, language lab, a gymnasium and an on-site sports hall which are used extensively. Our tennis and netball courts have just been refurbished and are a fantastic addition.

There is a strong tradition of music, drama and art at the school. A recent increase in student numbers has led to the installation of additional classrooms. A new Maths Centre of Excellence has been opened with 10 specialist Maths classrooms and a shared study facility for A-level students and staff. Our latest development, a new science block with six large specialist laboratories, was opened recently.

Partnerships with parents and the wider community are high on our list of priorities in order to help every student achieve his or her potential.

Our school motto is '**Carpe Diem**' - **seize the day!**

We try to live up this motto.





# The Role

We are looking to appoint a suitably qualified individual to provide financial support to the school, managing budgets in excess of £10,000, and monitor and lead on the invoice systems within the school. The successful candidate will also be required to provide support and service the needs of other academies within the multi academy trust (Heart of Mercia) if required. They will need to offer flexibility for finance administration within the MAT and the potential requirement to travel to other academies.

***The role is for 37 hours per week, 8.30am to 4.30pm Monday to Thursday and 8.30am to 4.00pm on a Friday (Term Time Only)***

***Salary - pro rata for 39 weeks of £21,664 - £23,459 (FTE £25,183-£27,269)***

Candidates should complete the application form in full (black or typewritten please)

Your letter of application should include the following points:

- Why you are interested in the post
- How your experience to date fits you for the post
- What personal qualities you believe would be desirable in the post holder

Open testimonials are not required and should not be submitted.

The closing date for receipt of application is **Monday 11<sup>th</sup> August 2025 (12 noon)**.

Shortlisted candidates will be invited to attend interview on a date to be confirmed.

John Kyrle High School & Sixth Form Centre are proud to be part of the Heart Of Mercia Multi-Academy Trust (MAT)

Registered office: Hereford Sixth Form College, Folly Lane, Hereford, HR1 1LU. Company Number: 10499174

All employees of JKHS are employed by the trust.



# Job Description

**Responsible to:** Chief Financial Officer of the MAT

## Main Purpose of the role

To provide financial support to the school, managing budgets in excess of £10,000, and monitor and lead on the invoice systems within the school.

## Job Activities

- To manage the school ordering system with particular attention to departmental budget constraints, ensuring a “best value” for the school
- To deal efficiently with all order queries such as faulty/incorrect items and arrange collections
- To process all school invoices payments made in accordance with credit terms and deal effectively with all invoice queries/anomalies
- To manage the credit control issue invoices on behalf of the school and ensure payments are received, if payments are not received take appropriate action to recover the outstanding monies
- To monitor and analyse budgets in excess of £10,000
- To investigate anomalies/overspends and liaise with budget holders and determine corrective action to be taken
- To proactively examine ways in which expenditure can be reduced for the school and discuss this with the Chief Financial Officer of the MAT
- To prioritise work and provide information to staff and the senior leadership team as required
- To collect payments for trips, transport, equipment sales etc. and prepare banking and ensure accurate records are kept
- To liaise with staff organising school trips, discuss costings, income and expenditure, transport arrangements etc. and maintain accurate records and advise of potential overspends/anomalies
- To manage ParentPay a programme which enables parents/carers to pay for items/trips online, to manage payments received and maintain accurate records
- To respond to correspondence on behalf of staff (trip letters, payment information etc.)
- To collect outstanding monies by contacting parents/carers and dealing appropriately with difficult situations, whilst ensuring confidentiality at all times
- To manage the school uniform within school, including ordering, record keeping and budget management
- To maintain and update the school’s asset register and ensure accurate record keeping
- To coordinate staff training courses, demonstrating an awareness of budget control and liaising with the budget holder when necessary
- To post on the financial management system to facilitate end of month procedures
- To deal efficiently with the daily finance post and email, respond accordingly, ensuring that outgoing post is dispatched
- To maintain and administer the school’s lettings, liaising with hirers and ensuring appropriate application forms and information is collected in line with school’s policies including insurance cover, safeguarding and health and safety
- To undertake general administrative duties reception, dealing with enquiries/taking initiative in dealing with upset or difficult parents/carers, answering the telephone and general filing.



## **General information**

The post holder will be required to comply with the school's policies and procedures. The school has a no-smoking and vaping policy. Staff are not permitted to smoke or vape on any of the school's premises nor in any vehicle used on school business. The post holder will promote the school's health and safety at work policies and ensure that they are implemented efficiently within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that staff are aware of the school's safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Staff have a duty to ensure that they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

The job description covers the main duties and responsibilities of the job and will be subject to review and amendment in consultation with the post holder, to meet the changing needs of the school. Other activities commensurate with this job description may, at any time, be undertaken by the post holder.



# Person Specification

**Post Title:** Finance Officer

## Essential

Experience of ordering and invoicing and monitoring a budget in excess of £10,000

Experience of dealing with external agencies

Experience of dealing with the public, including those who may be angry or upset

Experience of working in a financial setting

## Evidence

### Experience and Knowledge

Application

Interview

### Qualifications

Educated to A- level standard (or equivalent)

Evidence of continuing professional development relating to finance

Working towards AAT or other relevant qualification

Qualifications

Application

### Skills & abilities

Ability to work with a wide range of people including students, parents/carers, teachers and trustees

Computer literate in the relevant software Microsoft Office and experience of a school based financial package (e.g., Civica ) and data management package (e.g.,SIMs)

Ability to work to deadlines

Attention to detail

Able to work largely on one's own initiative

Organisational skills

Interpersonal skills

Communication skills

Application

Reference

Interview

Essential	Evidence
<p><b>Other</b></p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>Knowledge of wider educational issues</p> <p>Clear understanding of equal opportunities</p> <p>A strong belief in the value of diversity and inclusion</p> <p>Enhanced DBS clearance</p>	



# Recruitment of Ex-Offenders Statement

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John Kyrle High School is required to publish a copy of its policy on the recruitment of ex-offenders which outlines the following:

The school fully complies with the 'DBS Code of Practice' and will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

All applicants are subject to an enhanced DBS check before the job appointment is confirmed; this includes details of convictions, cautions and reprimands, as well as spent and unspent convictions. A positive disclosure will not necessarily prohibit a candidate from being offered a position.

The school is committed to the fair treatment of all applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability or offending background.

The school promotes equal opportunity and welcomes applicants from a wide range of backgrounds, including those with criminal records.

Candidates are selected for interview based on their skills, qualifications and expertise.

All application forms and recruitment notices contain a statement that disclosure will be requested if a position is offered.

All applicants are encouraged to provide details of their criminal record at the earliest stage possible. This may be sent under a separate and confidential cover letter.

All applicants will be made aware of the 'DBS Code of Practice' and will be provided with a copy on request.

The school is committed to ensuring all disclosure information will only be seen by those who require access as part of their duties.

The assistant headteacher (personnel) will discuss any matters revealed on a DBS certificate with the applicant before withdrawing a conditional offer of employment.

At the interview, or in subsequent discussion, opened and measured discussion will take place on the subject of the offences.

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of any offer made.

Where the role involves engaging in regulated activity with children, it is a criminal offence for an individual:

- to seek to engage in regulated activity from which he/she is barred;
- to offer to engage in regulated activity from which he/she is barred; and
- to engage in regulated activity from which he/she is barred.



