

St Gregory's

CATHOLIC SCHOOL



Finance Officer (Maternity Cover)

APPLICATION PACK

[Letter from Headteacher](#)

[About St Gregory's Catholic School](#)

[School vision and values](#)

[School intent statement](#)

[Role description](#)

[Job description](#)

[Person specification](#)

[Application process](#)

Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Every child is known and loved

Letter from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Sincerely,
Mike Wilson
Headteacher
St Gregory's Catholic School



Every child is known and loved

About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and 5 are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



Every child is known and loved

School vision and values

Our Vision

St Gregory's strives to provide every student in our care with a world-class Catholic education. We are an inclusive and caring community, and one in which every child who enters this school is known and loved.

We teach students to understand their own unique value and dignity, so they may recognise and realise their God-given potential and, inspired by the life of St Gregory, we empower them to approach with vigour the opportunities of their education. We aim for our students to guide others by example and, as a servant leader, to use their discernment so they make unique and positive contributions to society and the world.

St Gregory's ALIVE values:

Ambition

Rooted firmly in Catholic teachings, we aim to nurture and guide our students to fulfil their God-given potential so they may achieve success. We support this by providing extensive opportunities in our students' education that include academic, co-curricular, personal and relationship guidance, as well as providing strong role models and teaching moral and ethical values.

Leadership

We strive to be a community of servant leaders, where individuals gain a clear sense of self and purpose, knowing their values and using these to guide how they enrich the community in which they belong.

Integrity

We teach our students to value honesty and have strong moral principles, using their discernment to govern their actions and take responsibility for their choices.

Vigour

Inspired by the life of St Gregory, we empower our students to work with vigour, so they approach all activities and opportunities with effort, energy and enthusiasm.

Empathy

We aim for our students to understand and value the feelings of others and for them to know they are loved and celebrated irrespective of their differences. We also give them the confidence to celebrate their own differences.

Every child is known and loved

School intent statement

Our school is a community centred on the Catholic ethos that strives for excellence, and teaches students the knowledge, skills and attributes they require to be effective 'life-long learners'. Students are happy and fulfilled, because they are nurtured in an environment where they are cared for, known and loved, and encouraged to be unique individuals. We pride ourselves on educating students academically, morally and spiritually, to go out into the world as socially responsible and successful individuals who have a strong sense of how they will use their skills and talents to make the world a better place. We do this by providing a curriculum rich in knowledge and skills, focused on strong relationships which encourage shared values and mutual respect.

At St Gregory's we develop young people who think deeply, are knowledgeable and are informed because they understand how to learn and the value of learning. Students make and articulate informed judgements, hold discussions and show compassion and empathy that enables them to make considered decisions and partake fully in wider society. St Gregory's underpins the Kent Catholic Schools' Partnership vision of a rich, child-centred curriculum that fosters a love of learning.

Our ambitious curriculum carefully sequences learning, so that students learn and apply knowledge and skills which are enhanced further with an exciting diversity of enrichment activities. We strive to provide world-class opportunities for our students, and seek to develop the 'whole person'. Our carefully considered curriculum is well planned, well-structured and thoughtfully sequenced, so that long term learning builds. Memory is fundamental and is developed by students thinking hard to retrieve knowledge, spacing concepts and skills in each subject, and interleaving them throughout the curriculum.

With Christ's love at the centre of all that we do, our curriculum aims to develop young people who:

- Are happy and feel fulfilled
- Are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- Act as positive role models, guiding others by example
- Can make and articulate informed decisions and take responsibility for themselves
- Approach activities with effort and commitment, showing resilience and perseverance

Every child is known and loved

Role description

An exciting opportunity has arisen to join our friendly, busy finance department within the heart of the school on a fixed-term contract.

You will have excellent attention to detail, be proactive and proficient in IT skills, especially with Microsoft Excel. Experience of working in an educational environment would be advantageous but is not essential.

About the role:

- Assist the Finance Manager in maintaining effective and proper control of the school's bank accounts, budgets and finances.
- Aid in the documentation and processing of all revenue and outgoings using the PS Financials software.
- Assist with setting up payment items using ParentPay and recording the associated income.
- Support with the processing of all bank reconciliations and the preparation of supplier payments.
- Assist in the receipt and banking of all monies paid into the schools accounts.
- Maintain financial records using PS Financials, excel and other databases.
- Process invoices and orders accurately and in line with determined budgets and procedures.
- Support with the maintenance of an accurate school asset register.

Successful candidates will:

- Have previous experience in a similar role
- Be highly numerate and be able to absorb complex information
- Be able to use their own initiative
- Have excellent attention to detail

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Dedicated and bespoke CPD time for all staff each term
- Opportunities to complete external qualifications such as Masters
- Staff laptop provided
- Free Gym Membership
- Kent Rewards Scheme
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources

Job description

Job Title:	Finance Officer
Salary Grade:	KR6 £25,127 – 26,383 (FTE), salary on pro-rata to actual working days
Working Hours	3 days/week or full time, all year round
Contract Period	15 months contract starting October 2024

Key tasks		
1	Financial Control	To process orders, deliveries, liaising with suppliers on terms and discounts
		To process income and expenditure
		To produce cheques/bacs/direct debit payments for authorisation
		To reconcile bank accounts
		To process End of Year/Payroll Journals
		To monitor 'difficult to forecast' spends such as supply, energy and examination costs
		To monitor relevant budgetary headings, highlighting significant spends and report any concerns to the Finance Manager so that the budget plan can be adjusted
		To assist Finance Manager with preparation of annual budgets
		To assist Finance Manager with month/year-end process
		To recommend improvements to relevant financial structures
		To prepare for external auditors' inspection
		To carry out procedures as outlined in the finance manual
To carry out procedures as outlined in KCSP Finance Regulations and KCSP PSF Accounting guidance		



Job description

2	Parentpay	To set up payment items
		To deal with parent/staff enquiries
		To maintain up to date student and staff records
3	Lunch Cards	To control the issue of Catering Card and pin numbers, including organising the new Year 7 import and co-ordinate delivery of cards and access codes
		To deal with parent/student/staff enquiries
		To process balance refunds for leavers
4	School Trips	To be responsible for the costing of school trips
		To manage support requests
		To analyse and reconcile trips after the event
5	Training & Development	To book approved courses
6	Asset Register	To maintain a computerised register
		To produce monthly reports
		To carry out yearly stock/audit checks
7	Parental Donations	To maintain excel spreadsheet of parent details
		To reconcile income received
		To process Gift Aid claims
7	General Matters	To cover finance team absence as necessary
		To deputise for Finance Manager as necessary after training
		To take up designated post during emergency/drill as per H&S manual



Every child is known and loved

Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	Good standard of general education together with good literacy and numeracy skills e.g. 5 GCSE (A*- C) including English and Maths (or equivalent)	E
	Formal accountancy qualifications or part qualified	D
Knowledge & Experience	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality	D
	Ability to relate well to children and adults	E
	High level of ICT skills	E
	Knowledge of school funding and budget management	D
	Knowledge of PSF financial accounting software	D
	Experience using SIMS	D
	Previous experience of working in a school finance role	D
Skills, Qualities & Abilities	Previous experience of working in a finance role	E
	Ability to use ICT effectively	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Excellent IT skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	E
Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	E	

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly by using the APPLY NOW LINK.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 15 October 2024 at 09:00 am

Start date: ASAP

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



Every child is known and loved