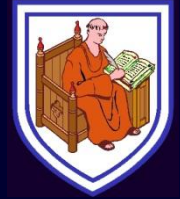


# St Bede's School

*'Christian Education at its Best'*



## Finance Officer

*Trips and School Fund*

**28 hours per week, 40 weeks per year**

**£22,312**

To start ASAP

**Application Deadline: 09:30 on 7 June 2024**

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



## About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2019	2023
Attainment 8	58.27	58.63
Progress 8	+0.73	+0.63
EBACC	54%	45%
EBACC entered	84%	57%
4+ English	92%	92%
4 +Maths	89%	94%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

*"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."*  
Ofsted 2023

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## Finance Department at St Bede's

Our finance department are seeking a self-motivated and hardworking teamplayer, with a formal accounting or bookkeeping qualification, to join their team as a Finance Officer. The team consists of five members of staff and is overseen by the School Business Manager.

The appointed person will be expected to provide expert advice on financial matters relating to the Unofficial School Funds and oversee school lettings. In addition to this, they will oversee the school shop, which serves our school community by selling uniform and stationery; and provide high level support to the Trips and Visits Team, who are responsible for arranging off site educational visits and activities. The team ensures that all required checks, risk assessments and other paperwork are in place and procedures are followed to ensure compliance with policy.

The advertised role is for 28 hours per week, with a suggested working pattern as follows:

### **Monday - Thursday**

08:30 - 16:00

*Hours include a 30 minute unpaid lunch break.*

There is a degree of flexibility and the daily working pattern can be discussed at interview. It is a term-time appointment, (including INSET days) plus one week of work during the school holidays.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. St Bede's supports the professional development of its staff and takes staff wellbeing very seriously.

Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

**There is no entitlement to take leave during term time. All holidays must be taken during school breaks.**

## Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

**Role Purpose:** To provide financial planning, systems, monitoring and control within statutory regulations, taking lead responsibility for the Unofficial School Fund account.

To oversee the work of the Trips and Visits Team and take the lead on complex/international trips, ensuring compliance with government regulations.

To maximise income from the hire of the school premises and oversee the purchasing arrangements for the school shop

### Key deliverables include:

- Manage the Unofficial School Funds to ensure that all statutory and management requirements are met, preparing financial reports and management information as required.
- Provide expert advice on financial matters relating to the Unofficial School Funds to the SBM
- Provide high level support to the Trips and Visits Team, including advice on costs and compliance.
- Take the lead on international/complex trips
- Manage the online payment system and support parents and staff in its use.
- Oversee and manage school lettings
- Oversee the school shop purchasing and pricing arrangements
- Provide line management to the Trips and Visits team and the school shop administrator

**Contract** The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force.

**Job Family:** Business Function      **Grade:** 7

**Responsible to:** School Business Manager

### Line Management Responsibility

Trips Officer

Trips/school shop administrator

### Accountabilities & Tasks

*The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.*

#### 1 Service & Support Delivery

1.1 Deliver a range of administrative and customer services in support of existing systems or processes to agreed standards, to maximise service quality and continuity. May authorise transactions where appropriate.

- High level support of school trips and visits
- Oversee the school shop purchasing and pricing decisions

- Manage the school lettings process and liaise with the site manager for out of hours letting

1.2 Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers.

## **2 Planning & Organising**

2.1 Provide comprehensive support to senior staff, ensuring confidentiality, effectively organising internal and external activities and events to support the delivery of efficient services.

2.2 Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed.

## **3 Working with Others**

3.1 Maintain a network of contacts, drawing on support and advice from others to resolve problems.

- Key working relationships - SBM, Trips Officer and the Finance team

3.2 Communicate and liaise with service users and external contacts, representing the school finance team as required.

- Liaise with school trip leaders as required for international/complex trips
- Liaise with other users of online payment system in setting up accounts for trips, fundraising activities etc.
- Liaise with current/potential external hirers of the school facilities

## **4 People Management**

4.1 Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained.

- Line management of Trips Officer and Shop administrator

## **5 Finance & Resource Management**

5.1 Manage the financial accounting process and review data to contribute to resource planning for the Unofficial School Funds and School Shop

- Follow Surrey County Council financial guidelines and requirements, regarding all accounting procedures
- Review trip and visit budgets ensuring that the charges set recover costs
- Transaction processing using relevant software, including gift aid claims
- Cash and banking, including the withdrawal of cash and foreign currency requirements
- Reconciliation and closure of trip & visit accounts
- Preparation of monthly and year-end accounts, including annual external audit
- Ensure that booking fees have been calculated correctly and all hirers are up to date with payments

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**6 Analysis, Reporting & Documentation**

- 6.1 Prepare reports, statistics, briefings to meet statutory and management information requirements.
- 6.2 Prepare and dispatch a range of correspondence and documents to facilitate efficient response to enquiries and timely conclusion of any process connected with the defined area of activity.
  - Provide advice on school fund accounts, trips, visits and lettings
  - Maintain a record of statutory requirements from external hirers, such as insurance documents.
- 6.3 Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.

**7 Duties for all**

- 7.1 Values: To uphold the values and behaviours of St Bede's School.
- 7.2 Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- 7.3 Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others.
- 7.4 To have regard to and comply with safeguarding policy and procedure as appropriate.

**8 Additional Requirements**

- 8.1 Carry out any other task which might reasonably be required.

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## Person specification

	Essential	Desirable
<b>Christian Commitment</b>	<ul style="list-style-type: none"> <li>Strong personal commitment to the ethos of St Bede's School</li> <li>Able to work effectively within an explicitly Christian context</li> </ul>	<ul style="list-style-type: none"> <li>Personally committed and practicing Christian, member in good standing of any denomination served by the school</li> <li>Informed and thoughtful about current Christian issues</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>A good standard of education – (Minimum GCSE Grade C / Grade 4 in English &amp; Mathematics or equivalent experience demonstrable by testing)</li> <li>Formal and recognised accounting or bookkeeping qualification</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of safeguarding</li> <li>Understanding of financial regulations and procedures</li> </ul>
<b>Experience / Skills</b>	<ul style="list-style-type: none"> <li>Use of ICT, including Excel, dedicated finance management packages and management information systems</li> <li>Experience of working with children / young people</li> <li>Administering a budget and financial matters in a school or other large organisation</li> <li>Effective staff supervision</li> </ul>	<ul style="list-style-type: none"> <li>Successful work in secondary school environment</li> <li>Experience of working in a school</li> <li>Knowledge and experience of using Tucasi or other school related accounting system</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Able to deal with people at all levels</li> <li>Excellent communication skills</li> <li>Calm and organised under pressure</li> <li>Self-motivated and hardworking</li> <li>Patience and perseverance</li> <li>Capable of working on own initiative and able to prioritise workload</li> <li>Excellent organisation skills; able to handle multiple tasks and meet deadlines</li> <li>Ability to work in collaboration with staff, students, parents and other professionals</li> <li>A problem solver with a forward thinking and committed approach</li> </ul>	

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## How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

[peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

If you have any queries please ring the People Team on 01737 214048 or send an email to [peopleteam@st-bedes.surrey.sch.uk](mailto:peopleteam@st-bedes.surrey.sch.uk)

**The deadline for receipt of completed applications is 09:30 on 7 June 2024.**

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

