



ELLESMERE PORT

Catholic High School

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

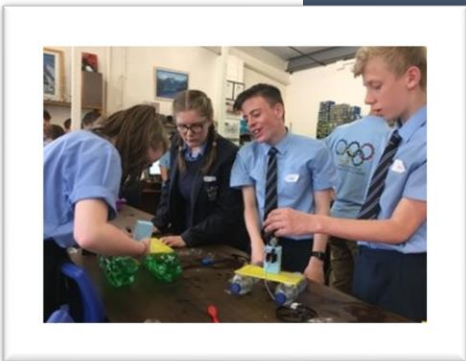
Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



The highest quality of **Teaching**

The highest quality of **Pastoral Support and Guidance**

The highest quality of **Leadership**

The highest quality of **Extra-Curricular, Enrichment and Volunteering Programmes**



With 944 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

School Finance Officer

Required as soon as possible

Part Time – 22.2 hours per week, 52 Weeks Per Year

Grade 5 FTE (£25,362 – £27,463)

Actual Pro-rata Salary (£15,217 - £16,478)

The Governors of the school are looking to appoint an enthusiastic and experienced professional to role of School Finance Officer to manage the day-to-day financial provision for the school.

This is an important role in ensuring the smooth running of the school in terms of assisting the Strategic Business & HR Manager in managing and maintaining the school's accounting procedures and practices and to oversee the ordering and purchasing of services and supplies, ensuring best value and value for money and to maximise our income opportunities.

The role is customer focused and seeks to ensure our financial resources are appropriately deployed. It is essential that the post holder is committed to the school and must be able to work flexibly to meet needs.

Prospective applicants are welcome to visit school and to discuss the post before the closing date.

Application forms and further details are available to download from the school website www.epchs.co.uk Completed letters and application forms should be marked for the attention of the Strategic Business & HR Manager and either posted to the school address or e-mailed to Human.Resources@epchs.co.uk

Applications are returnable by **9.00am on Tuesday 6th August 2024**. Interviews will take place on 8th August 2024.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check and online search.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons



ELLESMERE PORT CATHOLIC HIGH SCHOOL

OUR LADY HELP OF CHRISTIANS CATHOLIC ACADEMY TRUST

JOB DESCRIPTION

JOB TITLE	School Finance Officer (Secondary School)	JOB REF NO	EPCHS/FO/2024
------------------	--	-------------------	----------------------

BASIC JOB PURPOSE The School Finance Officer is primarily responsible for the management, and provision of the day-to-day finance and finance personnel, under the supervision of the Strategic Business & HR Manager.

MAIN RESPONSIBILITIES

1	Assist in managing and maintaining the school's accounting procedures and practices, ensuring its efficient operation.
2	Assist in checking and analysing expenditure and income.
3	Assist in the preparation of financial returns.
4	Oversee the ordering and purchasing of supplies, ensuring procedures relating to checking and coding are adhered to and that all licences and insurances are purchased.
5	Ensure proper banking of monies, observing audit requirements.
6	Provide costings of school visits so staff can make a decision re charges to students and oversee bookings and arrangements.
7	Oversee the sales and recharging of services provided by the school to external bodies.
8	Research and advise on value for money issues to optimise value and achieve best value for the school and to maximise income generation.
9	Check and process all invoices and ensure payment in conjunction with Trust colleagues.
10	Perform monthly checks and reconciliation of school figures to ensure accuracy and consistency of the Month End Pack.
	Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.



PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: FINANCE OFFICER

GRADE: 5

JOB REF:

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	AAT	GCSE Maths and English Grade C or above, or equivalent.	Application Form
Experience		Experienced user of ICT including MS Excel and Word. Experience of using Access accounting system. Experience of using school MIS systems. Experience of working in a financial environment.	Application Form Interview
Job Related Knowledge		Knowledge of financial procedures. Accurate handling and accounting of money. Use of spreadsheets.	
Skills and Aptitudes	Understanding of basic financial practices and regulations.	Excellent numeracy skills Accuracy and attention to detail for data inputting. Organised and methodical. Good communications (Written and Oral). Excellent customer service. Ability to prioritise and multi-task. Team player with a sense of humour. Flexible approach to work.	Task
Other Requirements		Good record of attendance and time keeping.	Reference

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



Contact Details:

<p>1</p> <p>Phone 0151 355 2373</p>	<p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email Admin@epchs.co.uk</p>	<p>4</p> <p>Website www.epchs.co.uk</p>	<p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
---	--	---	---	---



“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



ELLESMERE PORT
Catholic High School

Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ

www.epchs.co.uk | 0151 355 2373 | admin@epchs.co.uk