



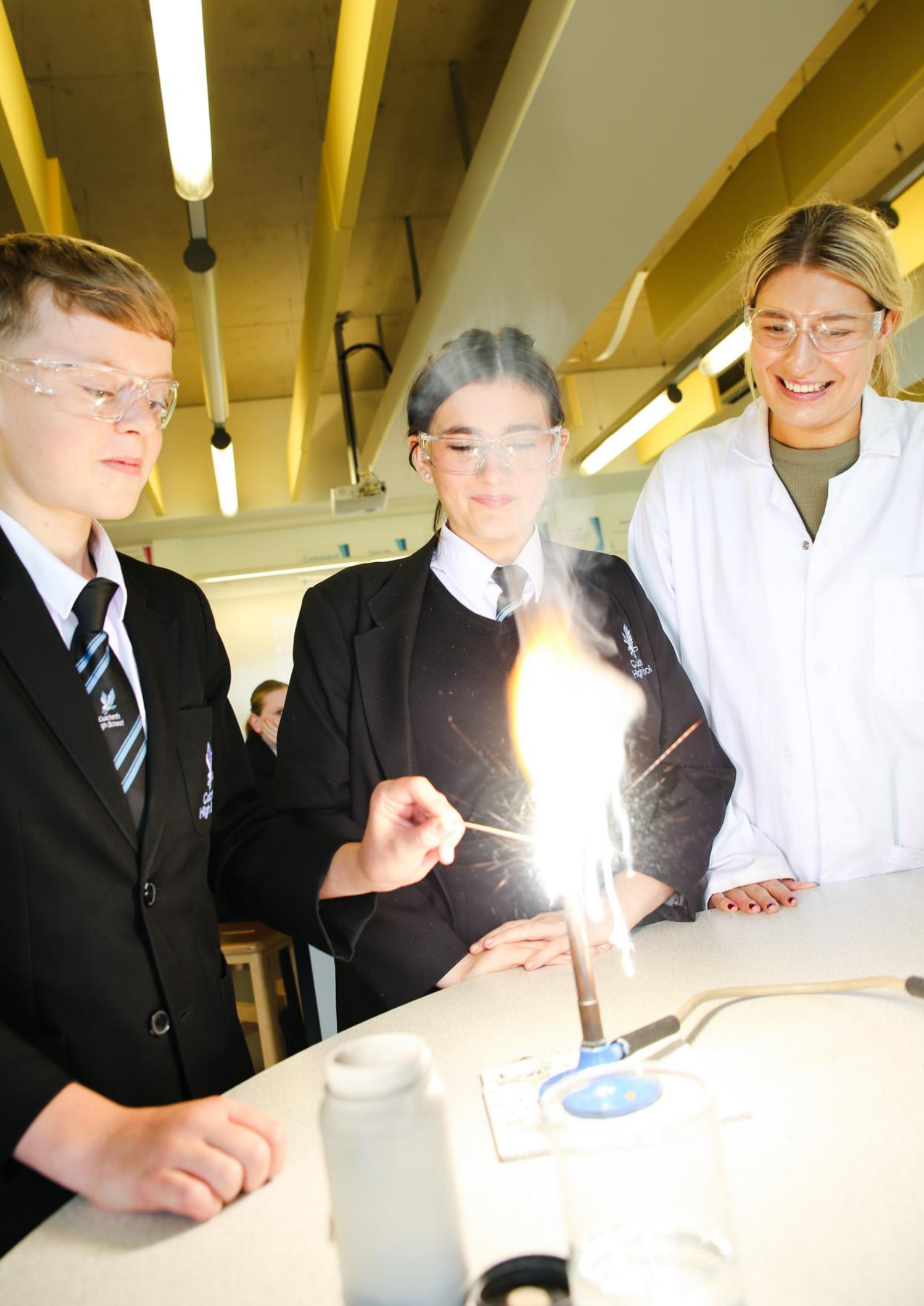
CULCHETH HIGH SCHOOL

› THE BEST THAT WE CAN BE

Senior Finance Officer



- › RESPECT
- › HONESTY
- › EXCELLENCE





Thank you for expressing an interest in joining Culcheth High School. Within this pack you will find information about the school, job vacancy and the application process.

Due to the retirement of the current post holder we are looking to appoint an experienced Finance Officer to work within our small but very capable and supportive Finance Team. This role requires a flexible approach, great organisational skills, excellent accuracy and attention to detail.

The successful candidate will report to the Finance Manager and assist in the efficient and prudent management of school funds through the provision of a comprehensive and accurate financial administrations service, The post holder will have responsibility for transactional processing and reconciliations, ensuring that payments to suppliers are processed in a timely manner.

Responsibilities encompass a wide range of financial and administration tasks including: ordering, invoices and deliveries; petty cash; assisting with month and year end processes; income collection and reconciliation; maintaining journals.

This is a fantastic opportunity for someone who enjoys working within a busy finance team, has excellent interpersonal skills, is organised and can maintain accuracy whilst dealing with a demanding workload. You will be liaising regularly with staff, parents and suppliers and will need excellent customer service skills, demonstrating flexibility whilst adhering to financial policies and processes.

Excellent verbal and numerical skills are essential as well as confidence with IT. You must be computer literate with a sound knowledge of Word and Excel.

The role is 37 hours per week although there may be some flexibility regarding hours.

Pre application tours of the school are welcomed

Thank you in advance for the interest you have shown. We look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to be 'CPH' or similar, written in a cursive style.

C P Hunt (Mr)
Headteacher



> Our School

As a high performing school, we offer a rich, broad and engaging education for all our young people. Culcheth High School is a successful mixed community school currently catering for around 1100 11-16 year olds. Our current examination performance places us consistently as one of Warrington's highest performing schools. Not only do students at Culcheth attain much higher success ratios than students nationally, they also make excellent progress from their starting points. The school's aim is to get the very best from each student; not only through superb teaching and learning but also by encouraging involvement in extra-curricular and community activities.

The school enjoys an enviable reputation within its locality. It is extremely popular and has been significantly oversubscribed in recent years with the school roll growing. It attracts students from more than 25 different primary schools within four different local education authorities. We are part of Warrington Local Authority which provides a supportive and professional advisory service.

Our most recent Ofsted report (Nov 2022) gave us a grade 2 rating ("good"). We are delighted that the improvements made in the school have been given public acknowledgement. The school was rated "good" in all major areas. Inspectors praised teaching and learning ("a good proportion of lessons are now outstanding"), personal development ("behaviour and attitudes to learning are good") and leadership and management. We were pleased with the report but not complacent. We want to improve further and our ultimate objective is to achieve Ofsted's highest award of 'Outstanding School'.

> Our School's Purpose is

To inspire students to achieve and guide them to be confident, articulate and skilled citizens to enable them to thrive in a diverse British and global community.

> Our Vision of Culcheth High School is

A truly exceptional forward thinking school with high expectations for all learners through a relentless approach to breaking down barriers to learning and evidenced by high standards of achievement across all ages, regardless of background

- A learning centred school which strives to nurture and develop the talents of all of its students
- A vibrant, tolerant and aspirational school community characterised by high levels of staff and student happiness and mutual respect, underpinned by pride, ambition and a commitment to achievement and enrichment for all
- A school community where all staff are committed to the 'Always Learning' ethos through personalised professional development underpinned by a collaborative coaching culture which promotes and nurtures all staff to sustain excellence and develop further
- A school that truly works in the community, with the community and for the community
- A financially efficient school that can provide for itself, think for itself and utilise resources to maximise the best outcomes for all
- A school that provides a relevant, purposeful and inspiring curriculum for all students enabling them to be active citizens in a modern diverse British and global community.

> Our School's Values are

We want everyone to work in a caring school where everyone is valued and everyone values relationships. Our emotionally intelligent school community will celebrate individual differences and people will understand how their actions will impact upon, and be perceived by, those they affect;

We expect all members of our school community to be the best they can be and help others to be the best that they can be by valuing: **Respect, Honesty and Excellence.**





> Our Staffing

We have a very capable and talented team of staff. The Senior Leadership Team consists of the Headteacher, 1 Deputy Headteacher, 5 Assistant Headteachers and the Finance and Business Manager. We have circa 70 teaching and 50 support staff.

The school is also supported by a committed and enthusiastic Governing Body, the members of which have a diverse range of skills and expertise.

We are strongly committed to the development of our staff. We use external courses to support colleagues but also believe firmly in the benefits of internal expertise – sharing through coaching and “in-house” good practice sessions. We also work with a group of other schools to support teacher training in middle-management and excellent classroom practice.

> Our Facilities

We are proud that high-class teaching and learning at Culcheth High School is supported by the best in modern facilities. We moved into a £29m new building in July 2010 with fantastic, state-of-the-art modern facilities. Each classroom is equipped with projectors and interactive equipment; there are now around 1200 computers for student use. Main features include:

- An open-plan restaurant and café
- Fabulous science labs and technology suites
- Large areas for creative and media
- A superb multi-purpose assembly hall
- Classrooms that operate dually as double learning spaces
- A Conference Centre
- Extensive ILC
- Community facilities
- Free parking

> Our Location

The school is based in the leafy village of Culcheth, in rural north Cheshire, mid-way between Manchester and Liverpool. It is a well appointed village, with a population of around 6,000. It is ideally located within easy access of a network of motorways and major roads. It is within close proximity to several business and technology parks. Housing in the area consists mainly of private property supplemented by some rented accommodation. The majority of our students live in Culcheth and the surrounding villages but we take students from other parts of Warrington and also other authorities such as Salford, Wigan and St Helens.





> Our Vacancy

Start Date:	As soon as possible
Closing Date:	Friday 30th May 2025
Grade/Salary:	NJC Grade 5: £25,992 - £28,624 pro rata – (Actual salary £22,358 - £24,622)
Contract Type:	37 hours per week permanent contract Term time only plus one week
Interview Date:	Interviews yet to be confirmed.

> Application Process

Please download, complete and return the application form by the closing date specified. Candidates are asked to complete all the relevant sections of the application form and to submit a supporting statement, addressing the criteria listed on the person specification. This should be no longer than 2 sides of A4 paper. You may include examples from previous paid, unpaid or voluntary experience.

Please ensure that you provide an up to date email address with your application as we often contact candidates electronically rather than by post.

The completed application form should be emailed to info@culchethhigh.org.uk or

posted to:

Headteacher
Culcheth High School
Warrington Road
Culcheth
Warrington
WA3 5HH

Please note that due to the volume of applications we receive, we will only be able to contact candidates who have been selected for interview. If you do not hear from us within 4 weeks of the closing date, please assume that we will not be calling you for interview on this occasion.

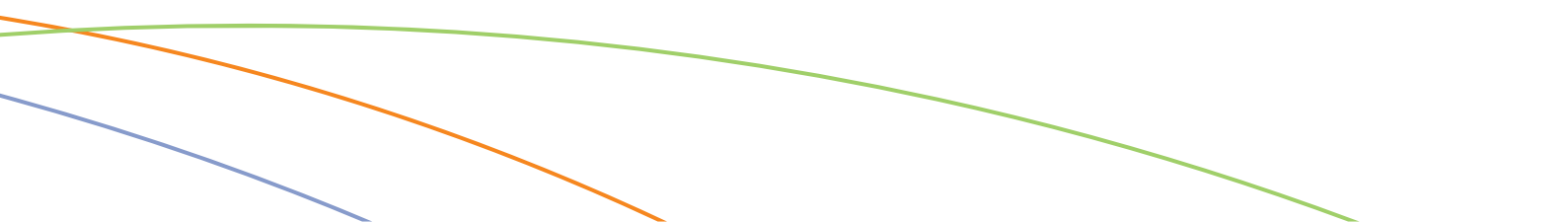
For additional information about the school please visit the website www.culchethhigh.org.uk. Tours of the school are welcome.

> Background Checks and Safeguarding Students

Culcheth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check, medical clearance, satisfactory references, qualification checks and eligibility to work checks under the Asylum and Immigration Act.

> Thank you

Thank you for considering Culcheth High School and we look forward to receiving your application.





> Job Description

Title: Senior Finance Officer

Responsible to: Finance Manager

Salary Scale: Grade 5

Hours of Work: 37 hours per week, term time plus two weeks, by negotiation

1. School Fund Account
 - Maintain on a day-to-day basis, including receipt and counting of cash, issuing receipts,
 - Manage the float, reconciling balances,
 - Manage authorisation procedures,
 - Responsible for the monthly bank reconciliation/balances and banking.
 - Processing purchase invoices
 - Production of monthly reports for the Finance Manager.
 - Check income and expenditure accounts for school visits and activities to ensure correct balances are maintained and, if appropriate, refunds are made. Produce an income and expenditure statement for each activity.
 - Annual Account Balance £190,000 with Receipts and Payments in the region of £265,000.
2. Orders, Invoices & Deliveries
 - Receive requests and raise purchase orders as required
 - Select suppliers based on judgements delivery, price, support etc.
 - Assist staff where required to identify requirements and source suppliers
 - Receive goods and mark up destination rooms for internal transfer
 - Scan invoices, email out for approval, process invoices, deal with part deliveries and resolve queries if required.
3. Petty Cash
 - Manage documentation/approvals and distribution of petty cash.
 - Maintain petty cash balances within cash tin and safe.
4. Travel Arrangements
 - Obtain competitive quotes and arrange timely bookings for school visits including Coaches, Trains, Flights and Minibus.
 - Maintain database of approved suppliers/service providers.
5. Minibuses
 - Maintain file/folders for both minibuses
 - Maintain on-line booking system
 - Act as minibus key-holder, distribute driver checklist and file, Review completed forms and action
 - Organise servicing, repairs and road fund licences ensuring accurate information on availability.
 - Review and report any issues to Facilities Manager.

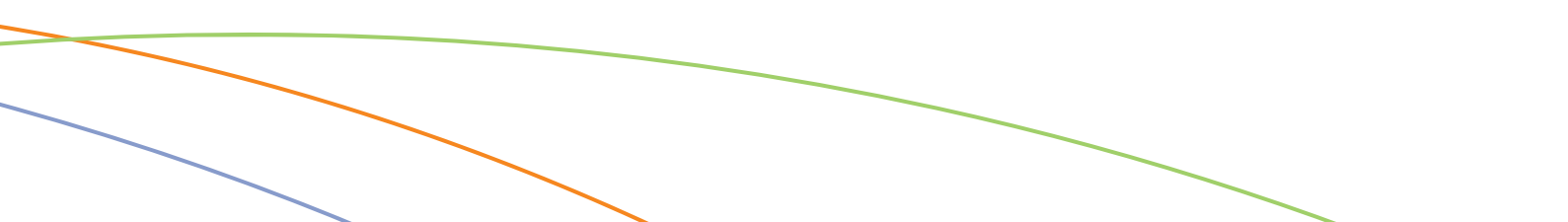
6. School Uniform (Pupil Premium only)

- Manage stock levels on a day-to-day basis for Pupil Premium and be responsible for the production of reports.
- Conduct an annual stock take and report
- Compile and place supplier orders, receipt of goods, storage of items and process payments.
- Meet with suppliers, conduct quality control, service reviews and annual order quantities
- Liaise with Pupil Premium Team regarding orders from eligible students.
- Manage Pupil Premium student orders and distribution.
- Manage orders for Student Services (shop) and Pastoral (including for Heads of Year and awards for Celebrations evening).
- Work with ICT Team to develop on-line viewing, ordering and payment systems to facilitate on-going improvements.
- Organise annual review meetings to discuss suppliers, timescales, facilities and pricing structure.

7. Mobile Phones - maintain and allocate mobile phones for use by visit leaders on school visits / activities.

8. Administer School Purchase Card transactions in line with WBC Policy.

Notwithstanding the details in this job description, in accordance with the Council's Flexibility Policy, the job holder will undertake such work as may be determined by the Finance Manager/Headteacher from time to time, up to or at a level consistent with the principle responsibilities of the job.



> Person Specification

SKILLS AND ABILITIES	Essential	Desirable
Good analytical and problem-solving skills	✓	
Good communication and listening skills	✓	
Excellent numeracy skills	✓	
Ability to work under pressure and meet deadlines. Can respond effectively to changing priorities	✓	
Helpful and positive disposition	✓	
Good organisational skills used to planning own work	✓	
Able to work in a busy environment that demands high levels of concentration, whilst coping with interruptions	✓	
Excellent accuracy, attention to detail and data checking skills	✓	
Able to work as part of a small team as well as autonomously and use own initiative when required	✓	
Calm and professional	✓	
Adaptable and flexible	✓	
KNOWLEDGE AND UNDERSTANDING		
Experience working in a Finance office, preferably within a school environment	✓	
Basic understanding of accounting processes and procedures, financial reporting, costing, accounting systems	✓	
Computer literate - proficient in Excel, Word, Outlook and accounting systems	✓	
QUALIFICATIONS		
A'Level, NVQ Level 3 or AAT Level 3 or equivalent	✓	
GCSE (or equivalent) in Maths and English at grade C or above	✓	

PROFESSIONAL VALUES AND PRACTICE

Understands the need to be discreet and treat data and information in a confidential and sensitive manner

✓

Self-motivated and enthusiastic with the ability to work effectively with minimal management guidance

✓

Willingness to undertake further training if required

✓



**CULCHETH
HIGH SCHOOL**
> THE BEST THAT WE CAN BE



Teacher training at

Culcheth Campus
in partnership with Alliance For Learning SCITT

Google
for Education

Reference
School

Warrington Inclusion Hub
**Committed
to Inclusion**
2017-18



NCS CHAMPION SCHOOL SILVER
2018/19



Culcheth High School

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Warrington, Culcheth, WA3 5HH
Phone: 01925 767587

Website: www.culchethhigh.org.uk