



The Meads Primary School
Application Pack

Finance & HR Assistant

**"We Are The Meads
Getting Better Every Day at Everything We Do"**

About Us

The Meads Primary School opened in 1962 as Limbury Mead Infant School. As the surrounding housing and population expanded, additional classrooms were built to accommodate growing pupil numbers and the school became a primary school. The population of Luton continues to grow and as part of a wider school expansion scheme, The Meads was expanded in 2011 to accommodate three forms of entry, with a total intake of 630 pupils.

We are situated in the centre of an established area in North Luton and are fortunate to have large grounds with versatile and open spaces.

Our School aims

At The Meads we work as a partnership between pupils, parents, staff and governors, to provide an inclusive learning environment where all are valued, respected and achieve their very best. Together we strive to achieve the following aims:

- ◆ To promote a set of strong values in order to develop children's moral understanding and personal development
- ◆ To provide a high-quality education which meets the needs of every child in an inclusive environment, helping them to reach their full potential
- ◆ To provide a fun, safe and nurturing environment in which children want to participate, will enjoy their learning and be motivated to improve
- ◆ To provide a rich and exciting curriculum which takes account of children's different stages of development
- ◆ To encourage parental and community involvement in the everyday life of the school, to share skills and expertise in enhancing educational opportunities for our pupils
- ◆ To ensure a consistent approach, providing continuity from induction into our Early Years 4+ provision through to supporting our Year 6 pupils in the transition process to High School

Our School Values

By promoting a school ethos which is underpinned by a set of shared ideals and principles, we aim to develop every child as a reflective learner within a calm, caring, happy and purposeful atmosphere.

The Meads Primary School – Our Vision

Imagine a school....

Imagine a school where everyone's kind;
A place where respect and acceptance you'll find.
Where teachers work hard, go beyond and above,
Where children receive unconditional love.

Imagine a school where everyone's valued,
And encouraged to choose a more positive attitude.
A school where everyone's welcome is warm
Where responsibility and resilience are taught as the norm.

Imagine a school with a growth mindset,
Where every, 'I can't' is met with a, 'yet'.
A school where every standard is high
And where everybody believes that each one can fly.

Imagine a school where everyone reads
And where maths is no problem, for each one succeeds.

Where geography, history, computing and science
Are all taught with gusto and the constant appliance
Of values; where the learning of knowledge and skills
Is a source of excitement and wonder and thrills.

Imagine a school where dancing's a must,
Where laughing and joking are things that are just
Part of what's done, a feature for all
And fun within lessons means that all have a ball.

Imagine a school where everyone sings,
And from every classroom it's music that rings.
Where play and creation are par for the course
And drawing and painting are one constant source
Of enjoyment for everyone, the tall and the short,
Just like designing and making, and PE and sport.

Imagine a school where all want to be,
A place full of joy for you and for me.
Imagine a school that meets everyone's needs.
You don't have to imagine – We Are The Meads.

Welcome Letter

Dear Applicant

Thank you for requesting details of the position of Finance and HR Assistant at our school.

The Post

As a Finance and HR Assistant, under the direction of the School Business Manager, you will assist the school in meeting its obligations and targets in relation to school finance and provide a HR administrative service that enables the school to operate effectively and efficiently, and that allows the leadership team to focus on teaching and learning.

The school Finance Office is a unique environment, extremely busy and the ability to work under pressure and meet deadlines is essential. This is a highly rewarding but demanding role so a calm manner and good sense of humour is important.

Duties and responsibilities

Finance

- Provide efficient finance and administration assistance to the School Business Manager and Headteacher
- To maintain the schools accounting system to include maintenance of the purchase ledger, sales ledger, bank accounts and purchase card
- To manage the process around collecting income generated by the school, for example Breakfast & After School Club and lettings, to include invoicing and debt management
- Assist in organising the letting of school premises, including dealing with enquiries, sending out documentation and contracts, liaising with staff as appropriate.
- To control the school's procurement processes making sure value for money is achieved on all purchases
- To administer the school's School Fund Account.
- To maintain and monitor the school's internal control framework and respond to recommendations made by the school's internal auditor
- Assist in the preparation of data required to complete statutory returns including end of year accounts and the Schools Financial Value Standard.
- Provide assistance to staff with regard to financial issues, for example, placing and following up orders, advising on best value, providing details of alternative suppliers.
- Liaise with suppliers, contractors, other schools and organisations and attend to queries as required.
- Maintain both manual and computerised record and filing systems in line with audit requirements such as the authorised signatories list, invoices, petty cash details, chequebooks.

HR and Administration

- Prepare and submit the monthly payroll return to the school's payroll service provider
- Complete documentation in relation to personnel and payroll for starters, leavers and variations, securing authorisation from the Headteacher as necessary and to meet deadlines
- Record and monitor sickness data, alerting the SLT to any issues in a prompt manner
- Maintain the school's manual and computerised Personnel data, including the Single Central Record, ensuring staff records are up to date and accurate
- Advise staff on pay and conditions as appropriate
- Take minutes/notes in meetings as required, carry out appropriate actions and circulate associated information.
- Deal with correspondence promptly and as required including distribution of invoices received, payment queries, communications received from suppliers, contractors and the bank.
- Communicate effectively, on a day to day basis with the School Business Manager and appropriate staff to share and report information.

General Responsibilities

- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors.
- Manage and prioritise your own workload in line with service requirements
- To have a robust understanding of, and adhere to, agreed policies and procedures for child protection, safeguarding, confidentiality and health & Safety.
- Contribute to the overall ethos/work/aims of the school.
- Assist in facilitating school events, e.g. school plays, consultation evenings.
- To attend meetings and deliver training as required.
- To take responsibility for own learning and professional development and to attend training as required.
- To be familiar with legislation and policies regarding all Finance and HR related matters and ensure these are followed, helping to ensure the school is compliant
- Monitoring and supporting your own and colleagues' wellbeing and mental health in order to help meet the school's commitment to the DfE's Education Staff Wellbeing Charter

The ideal candidate will need to:

- Have a working knowledge of Microsoft Word, Excel and school based systems such as SIMs, HCSS, Tucasi
- Be a warm, positive and confident person
- Be honest and trustworthy
- Be able to work under pressure and meet deadlines
- Have the ability to communicate with children and members of staff clearly and accurately
- Have the ability to work as part of a team or alone as necessary
- Be reliable and punctual
- Have common sense and initiative
- Play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, parents and pupils to do likewise.
- Have experience of working in an educational setting

The post is for 30 hours per week, term-time plus 5 additional days for INSET and a further additional 5 days as agreed by the School Business Manager.

A working day could be as follows:

Monday to Friday: 9.15am – 3.45pm or 9.00am – 3.30pm (30-minute unpaid lunch break) These hours can be negotiated for the right candidate.

Additional hours may be required on occasion.

Our school ethos is positive, friendly and welcoming with the aim of providing a fun, safe and nurturing environment in which pupils are valued and want to participate, and children enjoy their time with us.

Emotional, physical and mental wellbeing of all staff is paramount at The Meads. We acknowledge that there is a relationship between healthy, positive staff, pupil achievement and school improvement. We recognise that staff are our most important resource and are to be valued, supported and encouraged to develop personally and professionally. As such, we subscribe to the principles, aims and objectives of the DfE's Education Staff Wellbeing Charter.

To apply for the post

When completing your application, please complete the form providing full details of your education and employment history, including any unpaid or voluntary work. *Please see enclosed Safer Recruitment information.*

When completing your supporting statement please consider how your experience could be transferrable to this role and give clear examples of how you may have met the criteria in the person specification.

Please note. You must provide 2 referees one of which must be current/most recent employer and preferably from where you were engaged in a role that involved working with children. If you have not been in paid employment, please give details of two heads of any education or training establishment or managers of any voluntary group that you have worked for. References from a relative or friend will not be accepted.

We reserve the right to interview and appoint and close this vacancy early if we receive sufficient applications for the role.

You will be notified, via My New Term, as soon as possible after, if you have been shortlisted for the post.

Please note that you will be required to produce original documents proving your eligibility to work in the UK and identity (i.e. passport **or** birth certificate **and** driving licence). Issues relating to safeguarding and promoting the welfare of children will be explored at interview.

We reserve the right to contact current or previous employers as part of the verification process pre-employment checks at the point of short listing. You may be asked to explain any gaps or issues arising from the information you have provided and/or from employment references.

If you have any questions, please do not hesitate to contact me at the school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Jenkins', written in a cursive style.

Mr R Jenkins
Headteacher



JOB DESCRIPTION

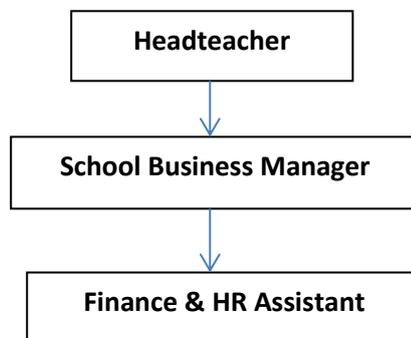
Luton

Title: Finance & HR Assistant
School: The Meads Primary School
Responsible to: Headteacher
Grade: L4

PURPOSE OF POST:

To support the school in its effective discharge of financial and HR matters in accordance with procedures, policy and the legal framework.

Organisation Chart:



PRINCIPAL RESPONSIBILITIES:

1. Support the School Business Manager in the recording of all financial commitments, expenditure, the processing of orders and invoices and petty cash. Ensure that equipment, supplies and resources for classroom teaching are ordered to meet timescales and are checked for compliance with order requirements. Maintain segregation of duties.
2. Administer the school's local cheque and School Fund accounts Produce relevant returns to the LA, including monthly VAT return.
3. Responsibility for day to day procedures in relation to personnel including the Central Record System, completing documentation for personnel and payroll sections for starters, leavers and variations securing authorisation from the Head teacher as necessary. Also provide support with maintaining the school's Finance Manual and computerised Personnel data.
4. Process and reconcile on a monthly basis all timesheets and travel claims for teachers, teaching assistants, administration, midday and site staff.
5. Oversee the receipt and/or collection of monies from children, staff and parents relating to school activities, visits, sales, etc preparing these for banking and accurately completing associated paperwork records. Recording all transactions appropriately and accurately to meet audit requirements for school funds.
6. Provide statistical information to enable the school to respond to deadlines for government, LA and school reports including school workforce census etc.
7. Deputise for the School Business Manager in the maintenance of the school's computerised financial information system

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: N/A

Other: N/A

Physical Effort: N/A

Working Environment: N/A

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Applicants for this public-facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

CVs will not be accepted for any post in school.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience in a financial administration role.	1,2	Experience of working in a school environment	1,2
	Demonstrable experience of using IT for financial procedures.	1,2,5		
	Demonstrable clerical experience	1, 2,		
	Some cash handling experience	1, 2, 5		
	Previous experience of working in a role involving some form of HR responsibility	1, 2		
Skills / Abilities	Able to communicate effectively with colleagues and external contacts.	1,2	Able to use Microsoft Office suite, e.g. Word, Excel,	1,2
	Able to use spreadsheet package.	1,2		
	Able to exercise initiative and judgement within defined procedures.	1,2		
	Able to check information and maintain accuracy.	1,2		
	Able to plan and prioritise work tasks to meet deadlines.	1,2		
	Able to accurately analyse, interpret and reconcile financial data.	1,2		
	Able to write straightforward letters and read instructions.	1,2		
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		

Specialist Knowledge			Some knowledge of SIMS, Tucasi and HCSS systems. Some knowledge of GDPR	1,2 1,2
Education and Training			Recognised financial or bursarial qualification (e.g. AAT) / HR or equivalent experience	1,2,4
Other Requirements	Willing to adjust working arrangements to meet day to day service demands.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Safer Luton Partnership and Luton Borough Council policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

Safer Recruitment Information

This document provides information on the recruitment process. We hope you will find this information useful and we look forward to hearing from you.

Making an Application

Applicants for this public-facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English
Application Form

CV's are not accepted as part of the application process. If you wish to be considered for this post please complete the application form online providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer. **For previous school-based posts, this must include the Headteacher.**

Supporting Information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Interview and Selection Process

Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the

application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Induction and Continuous Professional Development

The Headteacher and School Governing Body are committed to ensuring your well-being and continuous professional development in this role. On appointment the Headteacher will discuss an appropriate induction programme with you which will help familiarise you with the culture of the school, local practices and policies.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.

Support Staff employees new to the Council will be subject to a probationary period of 9 months.

Pre-employment Checks

Reference

If you are shortlisted we will take up references **before** the interview date. One of your referees must be your current or most recent employer. For previous school-based posts, this must include the Headteacher. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Details relating to sickness absence record will be sought once a job offer has been made.

Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. We reserve the right to seek references from previous employers other than those listed as referees.

Online Internet Checks

School Policies

If you are shortlisted for this role, or an alternative role, an online name search will be undertaken, as per Keeping Children Safe in Education. The purpose of the search is to help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with you at interview.

Disclosure and Barring Service

Employment at this school is subject to an enhanced check with the Disclosure and Barring service. Checks will also be made against the Protection of Children List (PoCAL) and the Department of Education and Employment List 99. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. However, spent and /or unspent convictions may not necessarily make you unsuitable for appointment.

Staff Disqualification Declaration

All school staff are required to complete a questionnaire/declaration confirming they/or those within their household, are not disqualified from working with children.

Validation of Qualifications

All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identify will also be required.

Medical Assessment

A satisfactory medical assessment will be required before we confirm any offer of an appointment.

Child Protection/Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about the attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.

The School Governors and Headteacher regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the Teacher's Standards. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Full details of all these policies are available in school