

School Business Assistant – Finance

Recruitment Pack

(Internal Staff Vacancy – Relief)



WELCOME

Belper School and Sixth Form Centre is a warm, inclusive and inspiring place to learn and work. We combine strong academic standards, a rich and inspirational curriculum and a caring and supportive ethos to provide the very best education we can for our wonderful students. At the heart of the school is a strong sense of belonging and shared responsibility, which gives Belper its distinctive character and underpins everything we do.

Our lively and successful school of just over 1200 students, including around 180 Sixth Formers, has proudly served the community of Belper and the surrounding villages for over 50 years. Belper is a vibrant market town in Derbyshire, on the edge of the Peak District. Situated within the Derwent Valley World Heritage Site, it is known for its creative and inclusive spirit, hosting an annual arts festival and a popular Pride event, values which closely reflect our own.

Our vision is captured in the phrase:

“Create your future. Be who you are, become who you aspire to be.”

Supported by our *Be Belper Values*, this vision shapes daily life in the school. We are committed to nurturing a love of learning and boundless curiosity in every student. Through our broad curriculum, rich subject content and extensive extracurricular opportunities, we inspire students to discover their interests and develop their talents. We also place great importance on building resilience, independence and self-belief so that students leave us as confident, well-rounded young people ready to make a positive contribution to their communities and the wider world.

We have a distinctive ethos that is reflected in the unique ways we build mutual respect and trust across the school. Belper is a non-uniform school, and students address staff by their first names. This is a deliberate and important part of our culture which helps foster positive relationships and ensures every child feels known, valued and respected. While we value academic achievement highly, we also see it as our duty to develop responsible, compassionate and respectful citizens.

Visitors often comment on the calm, positive and purposeful atmosphere around the school, and we are incredibly proud of our students, who are consistently kind, polite and engaged in their learning. As Ofsted noted in May 2025, *“There is a calm and productive atmosphere around school. Staff have high expectations of pupils’ behaviour and conduct. Pupils are trusted to behave well, and they do.”*

We know that to provide the very best education, we must recruit, retain and invest in exceptional staff. Staff wellbeing is a genuine priority and is closely linked to our high levels of retention. We are proud that Ofsted’s May 2025 inspection recognised the positive culture we have built:

“Staff are proud to work at the school. They appreciate leaders’ consideration of their work-life balance. They feel well led and managed”

Thank you for your interest in Belper School and Sixth Form Centre. We hope this gives you a sense of the warm, supportive and inspiring community we have created, and we look forward to welcoming colleagues who share our values and ambition for young people.

Mrs Matilde Warden BSc (Hons) NPQH
Headteacher

THE ROLE

We're looking for an organised, proactive, and friendly individual to join our busy Finance Office on a **relief/casual basis**, working closely with two experienced colleagues. In this varied role, you'll be at the heart of our financial processes—helping to ensure suppliers are paid on time, budgets remain accurate, and internal customers receive the support they need. From processing invoices and purchase orders to reconciling supplier statements, you'll contribute to the high standards of accuracy and reliability our school depends on.

You'll collaborate with staff across the school, providing financial information, producing reports, maintaining clear audit trails, and offering day-to-day support to budget-holders. As part of our internal control system, you'll help with key checks, safeguarding the integrity and transparency of our financial operations. There may also be chances to assist with wider tasks such as audits, stocktakes, and helping the team during periods of absence—making this a supportive and genuinely collaborative environment.

This role is ideal for someone who enjoys, organising paperwork in an office-based environment. You'll help manage the Finance Office inbox, liaise with suppliers, and parents, and support the School Business Manager and Finance Officer with processing invoices and other essential tasks.

Training will be provided to help you feel confident and up to date with systems and procedures.

If this role is of interest to you, we'd love to hear from you!

This is a relief/casual role with no fixed hours; however, we expect to be able to offer around one day per week (approximately 7 hours), with the possibility of additional hours during busier periods. This makes the role a great option for someone looking to gain additional hours alongside their current role within school.

Should you have any questions about the role or how the hours could fit in with your other commitments, please do not hesitate to visit the finance team or contact them at Finance@belperschool.co.uk

APPLICATION PROCESS

Role Type: Relief (Hours as and when available)

Grade 6: £13.47-£13.71 per hour.

Start Date: As soon as possible following pre-employment checks

Application closing date: Early applications are encouraged. Applications will be reviewed periodically, and interviews will be held on a rolling basis. Should a successful appointment be made, we reserve the right to close this advert at any time before the closing date.

Please apply using the MyNewTerm.

Belper School and Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post involves regulated activity, references and online searches will be conducted for shortlisted candidates, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We are committed to equality of opportunity in employment and services.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.

Role Description

Post title:	School Business Assistant - Finance
Grade:	Grade 6
Job Family:	Business and Public Services
Responsible to:	School Business Manager
Hours of work:	This is a relief post hours are as and when required
Weeks of contract:	This is a relief post hours are as and when required
Flexible working:	This is a relief post hours are as and when required by mutual agreement.

Role Description

Purpose of the Post

- To be a member of the Finance Office Team helping to provide an accurate, effective and efficient financial administration service in accordance with the school's system of financial controls
- To administer the monthly payroll process for staff, liaising with staff, the School Business Manager and the school's payroll bureau
- To assist the School Business Manager in facilitating the smooth running of finance and payroll on a day-to-day basis in accordance with principles of financial control, accountability, risk management and best value

Key Tasks and Responsibilities

Finance – Public Fund

1. To process creditor invoices including logging, arithmetic checks, matching to purchase orders, obtaining authorisation from budget-holders prior to payment, ensuring that further authorisations are obtained in accordance with school procedures, ensuring correct VAT treatment and resolving queries
2. To process purchase orders including checking coding is correct, obtaining authorisation from budget-holders, ensuring that further authorisations and the required number of quotations are obtained in accordance with school procedures, generating official school purchase orders from the financial management system, and presenting them to the School Business Manager for approval. To send orders to suppliers following authorisation by the School Business Manager and to resolve queries
3. To process payments to creditors and to remit payments following

- authorisation by the School Business Manager. To reconcile supplier statements and resolve queries
4. To maintain the list of approved suppliers on the school's financial management system ensuring that new suppliers are approved prior to being added to the list, and all details are accurate and up-to-date
 5. To be part of the Finance Office system of internal control, helping to ensure that audit and financial control procedures are followed. To act under dual control as required, including checking and countersigning work prepared by another member of staff such as petty cash counts and income bankings
 6. To assist the School Business Manager with the production of financial and statistical returns including posting journals to the financial management system, creating and maintaining spreadsheets as required, collecting data at the appropriate time and producing and sending reports
 7. To provide financial support for internal customers including posting journals to the financial management system, creating and maintaining spreadsheets as required and collecting data at the appropriate time. Also to include helping to resolve queries with suppliers, producing reports from the financial management system for budget-holders and helping to ensure that the school's financial procedures are followed
 8. Contact Parent/Carers to chase up outstanding dinner money debt

Finance – Private Fund

1. To process expenditure requests and creditor invoices including logging, arithmetic checks, matching to purchase orders, obtaining authorisation from budget-holders prior to payment, ensuring that further authorisations are obtained in accordance with school procedures, ensuring correct VAT treatment and resolving queries
2. To be part of the Finance Office system of internal control, helping to ensure that audit and financial control procedures are followed. To act under dual control as required, including checking and countersigning work prepared by another member of staff such as petty cash counts and income bankings
3. To provide financial support for internal customers including producing reports and resolving queries

Administration of Payroll

1. To complete monthly payroll returns to the school's payroll bureau including:
 - processing claims for overtime, relief hours and unpaid leave
 - recording sickness and other absence
 - processing starters, leavers and pay variations
2. To calculate expected gross pay using a spreadsheet, to check pay and resolve queries, and to distribute payslips to staff
3. To maintain records of long term and/or statutory absences including maternity leave and long-term sickness absence. To check the calculations made by the payroll bureau for accuracy and to enable an explanation to be made to the member of staff if required. To monitor the progress of the absence so that action can be taken at the appropriate

time

4. To spot check the accuracy of payroll deductions calculated by the school's payroll bureau including PAYE, NIC and pensions
5. To administer the pension scheme in accordance with school procedures
6. To administer deductions such as Additional Voluntary Contributions and student loans in accordance with school procedures
7. To respond to ad-hoc payroll enquiries from staff, external agencies and organisations
8. To assist the School Business Manager in other payroll processing and reporting, including end of year returns as required

General

1. To oversee the school's Finance Office email accounts, including decision-taking regarding the distribution of incoming emails
2. To assist with general Finance Office tasks such as audits, stocktakes and lettings
3. To provide back-up in the absence of members of the Finance Office team to ensure the continuity of financial procedures in general and payroll function in particular
4. To carry out all tasks with due regard for the need to maintain the integrity of the financial internal control system and a high level of confidentiality
5. To undertake any training necessary to be conversant with current procedures and any new developments
6. To carry out any other duties which may be requested commensurate with the grading and responsibility of the post

Line management or supervisory responsibilities (if applicable)

- None but may be required to assist in basic training or induction of new colleagues

Supervision received (if applicable)

- Line manager is the School Business Manager

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations

- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

A – application form R- references I – interview

Knowledge and Skills	Essential / Desirable	Evidence
▪ Highly numerate and confident in figure work	E	ARI
▪ Ability to work methodically and with attention to detail	E	ARI
▪ Experience of working in a finance office environment	D	AI
▪ Experience of working in an office environment	E	AI
▪ Experience of working in a school environment	D	AI
▪ Working knowledge of Microsoft Office (including Word and Excel)	E	ARI
▪ Experience of using financial accounting and management systems	D	ARI
▪ Knowledge and understanding of the principles of purchase and sales ledger including VAT	D	ARI
▪ Knowledge and understanding of principles of payroll and pensions administration	D	ARI
▪ Ability to communicate clearly, tactfully and appropriately in person, in writing and by telephone	E	ARI
▪ Excellent written communication skills including email, letters and straightforward data analysis	E	ARI
▪ Ability to work accurately under pressure in a busy office environment	E	ARI
▪ Ability to use initiative and judgement to investigate and resolve problems independently	E	ARI
▪ Ability to co-ordinate multiple activities and work and plan independently to meet deadlines	E	ARI
▪ Ability to work co-operatively and flexibly as part of a team	E	ARI
▪ Experience of cash handling and banking	D	ARI

Personal Qualities	Essential / Desirable	Evidence
▪ Well organised and systematic	E	ARI
▪ Ability to remain calm in all situations	E	ARI
▪ Integrity, showing trustworthiness	E	ARI
▪ Patient, diplomatic and approachable	E	ARI
▪ Takes care and pride in all tasks given	E	ARI

<ul style="list-style-type: none"> ▪ Fosters good relationships ▪ Ability to interact effectively and appropriately with staff, students, suppliers and a range of external contacts 	E E	ARI ARI
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Qualifications	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Grade 4 (C) or above in GCSE Maths or equivalent ▪ Grade 4 (C) or above in GCSE English or equivalent ▪ Finance or IT qualifications 	E E D	ARI ARI ARI

Corporate Competencies	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • General knowledge and understanding of the requirements of a school environment • Ability to relate to students aged 11 to 18 • Punctuality and reliability • Commitment to the School Ethos • Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area • Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the need for confidentiality and knowledge of data protection principles 	E E E E E E E	ARI ARI ARI ARI ARI ARI ARI