

# Finance and HR Officer



**Key Stage 4 Centre  
Barncroft Campus  
Washington Avenue  
Hemel Hempstead  
HP2 6NG  
T: 01442 247476  
E: [admin@desc.herts.sch.uk](mailto:admin@desc.herts.sch.uk)**

**Finance and HR Officer  
Recruitment Information Pack**

<b>Contents</b>	<b>Page No.</b>
<b>Letter from the Headteacher</b>	<b>3</b>
<b>Application Process</b>	<b>4</b>
<b>Vacancy Advert</b>	<b>5</b>
<b>Job Description</b>	<b>6</b>
<b>Person Specification</b>	<b>8</b>



Dacorum Education  
Support Centre

Dear Candidate,

Thank you very much for your interest in the position of Finance and HR Officer at Dacorum Education Support Centre (DESC). We are seeking a talented individual to join our **four times Outstanding organisation**.

**Dacorum Education Support Centre** is a unique organisation that works with young people who, for one reason or another, are not in mainstream education. We support the individual and their family and work together to achieve appropriate outcomes and secure a positive way forward for the future. We firmly believe effective relationships are the key to great learning outcomes.

Our innovative and responsive curriculum enhances the learning experience of all our learners. Our offer is linked to the passions, interests and aspirations of our learners, as well as preparing them for either a successful reintegration to mainstream, identifying specialist provision, or supporting them in our Centre for the longer term.

Our mantra, **Be the best you can be**, is echoed in all our work with young people, working with them to overcome their barriers to learning, re-engage them and support them in their next steps.

If you have the interest and drive to make a difference in the lives of the young people we serve, we look forward to receiving your application.

Yours sincerely,

Naomi Walker  
Co-Headteacher

Clare Winter  
Co-Headteacher

*"At DESC the young people are treated like adults and not kids, they are respected by staff"*  
Parent at DESC

**Co-Headteachers: Clare Winter and Naomi Walker**

**KS3 and The Haven:** 30 Tenzing Road, Hemel Hempstead, HP2 4HS

**KS4 Centre:** Barncroft Campus, Washington Avenue, Hemel Hempstead HP2 6NG

**Email:** [admin@desc.herts.sch.uk](mailto:admin@desc.herts.sch.uk) | **Tel:** 01442 247476 | [www.desc.herts.sch.uk](http://www.desc.herts.sch.uk)



## The Application Process

We hope that this application pack and our website [www.desc.herts.sch.uk](http://www.desc.herts.sch.uk) ignites a desire to apply for this post.

Applications can be made by completing the application form through My New Term, via our website [www.desc.herts.sch.uk](http://www.desc.herts.sch.uk) or requesting the form directly from [nmoore@desc.herts.sch.uk](mailto:nmoore@desc.herts.sch.uk)

Visits/discussions are most welcome. Please contact Natasha Moore on 01442 247476, Option 1, to arrange a visit.

**Closing date for applications is 22<sup>nd</sup> May 2026.**

We encourage candidates to apply promptly, as the Centre reserves the right to close the advert should we feel able to appoint an appropriate candidate sooner.

***DESC is committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service.***

We are required to conduct online searches about all shortlisted candidates in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the shortlisting process.

*We are committed to promoting equality and respecting diversity and welcome applications from all sections of the community.*

*"I can say from the bottom of my heart if it was not for all of you I would not have been able to make all the progress I had made"*  
Learner at DESC

*"The school is outstanding – my son's mental health has really improved and this has had a positive impact on family life"*  
Parent at DESC

## **FINANCE AND HR OFFICER**

H8 rising to H9 dependent on experience  
35.5 hours per week - Term Time (39 weeks) plus 3 weeks

Dacorum Education Support Centre is a vibrant and unique Pupil Referral Unit based on 2 sites in Hemel Hempstead, working with learners across our 9 Dacorum secondary schools and 57 primary schools. Relationships, respect, aspiration, and resilience underpin all our work, supporting learners through in-reach, outreach, and therapeutic services.

We are seeking a highly motivated Finance and HR Officer to line manage the administration team and support the Leadership Team. This role is ideal for someone looking to broaden HR and finance responsibilities within a school environment.

### **Do you have:**

- Proven experience in financial management, HR and, ideally, within an education or public sector setting?
- A strong understanding of employment law, payroll and budgeting processes?
- Experience managing recruitment, staff performance and HR compliance?
- A proactive and solution-focused approach with attention to detail and confidentiality?
- Strong interpersonal and communication skills with a range of stakeholders?
- Excellent organisational and administrative skills?
- The ability to contribute to the strategic development of the centre while managing day-to-day operations?

### **Hours of Work:**

The normal hours of work will be 35.5 hours per week, and typically the working pattern will be:

Monday: 8:30am – 4:00pm  
Tuesday: 8:30am – 4:00pm  
Wednesday: 8:30am – 5:00pm  
Thursday: 8:30am – 4:00pm  
Friday: 8:30am – 3:30pm

The additional 3 weeks will involve working in the school holiday period to ensure deadlines for payroll, etc are met. Some of this time may be completed working from home.

### **PROBATIONARY PERIOD:**

New employees will be required to satisfactorily complete a six-month probationary period of service.

*DESC is committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, medical clearance and enhanced checks carried out by the Disclosure and Barring Service.*

# **JOB DESCRIPTION**

Post Title: Finance and HR Officer

Responsible to: Business Manager

Grade: H8 rising to H9 with experience and subject to performance appraisal

## **1.a) Purpose of the job**

To carry out the day-to-day financial operations on the FMS Connected Finance System that ensure the smooth running of the Centre at all levels, as well as providing HR support across DESC, supporting the Leadership Team in strategic and operational decision-making.

## **1.b) DUTIES AND RESPONSIBILITIES**

### **Financial Administration:**

- Carry out and monitor all ordering, invoicing, contracts and payroll data entry
- Assist with budget monitoring and reporting
- Provide relevant information to the budget holders within the school
- Raise orders, receive and record deliveries, process invoices for goods and services provided and pay all invoices on a timely basis
- Assist the Business Manager with end of Financial Year preparations
- Oversee credit control, VAT submissions and BACS Payments
- Salary monitor and travel expense submissions

### **Human Resources:**

- First point of contact for HR queries
- Generate employee contracts and make amendments, where necessary, to existing contracts
- Manage staff records, including induction, probation and return to work paperwork, ensuring accurate and up to date documentation for employees
- Monitor and assist the management of employee attendance and leave to ensure a continuous service throughout the year
- Manage the school's payroll provision with the payroll provider
- Use new technologies to ensure systems are both efficient and effective

### **Leadership & Management:**

- Support the Leadership team with operational and strategic tasks
- Promote DESC's values and maintain high professional standards

### **Compliance & Organisation:**

- Produce HR and operational reports for leaders and governors
- Support policy maintenance, statutory reporting and communication
- Ensure that all records are kept accurately and comply with the requirements of the Data Protection Act and GDPR
- Ensure effective administrative systems and practice for the smooth and efficient running of Centre.

### **1.c) Equalities**

DESC is committed to offering equality of opportunity to all stakeholders. Everyone at DESC has the opportunity to be respected and show respect to others, take part in the life of the Centre, be the best they can be and develop essential life skills.

### **1.d) Health & Safety**

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

### **1.e) Disclosure & Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure & Barring Service is in the guidance notes to the application form. If you are invited for interview, you will receive more information.

### **1.f) Additional Information**

The jobholder is required to contribute to and support the overall aims and ethos of the Centre. All staff are required to participate in training and other learning activities, and in performance management and development (Professional Growth), as required by the Centre's policies and practice.

The position will be predominantly based at our Barncroft site but there will be times when work will need to take place at our Tenzing Road site.

## **2. Organisation Chart**



## **3. Supervision**

The jobholder is managed by the Business Manager. The frequency of meetings is determined by the Centre's performance management policies and practice.

## **4. Contacts**

Whilst office-based, the jobholder will have some contact with learners and parents, with a responsibility to uphold safeguarding, confidentiality and the Centre's values in all interactions.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## FINANCE AND HR OFFICER

Education and Training	Essential (E) Desirable (D)	Identified in: Application (A) Interview (I) Task (T)
Maths and English to GCSE level	E	A
Additional relevant professional qualification	D	A
Experience		
Office administration and organisation	E	A
Human resource management	E	A
Working in a school environment	D	A
Skills and abilities		
Sound knowledge of SIMs/FMS systems	E	A/I/T
Excellent oral and written communication skills	E	A/I/T
Accuracy and attention to detail	E	A/I/T
Ability to maintain confidentiality	E	A/I
Ability to organise and prioritise work, using own initiative and work as part of a team	E	A/I
Able to solve problems and create innovative solutions	E	I/T
Ability to work methodically, managing a challenging workload, prioritising to meet deadlines	E	I
Other requirements		
Operate with the highest standards of personal/professional conduct and integrity	E	A/I
Committed to work in line with the DESC's values and vision	E	A/I
Understanding of safeguarding, GDPR & health and safety	E	A/I
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Centre	E	A/I
Willing to undertake training and continuous professional development in connection with the post	E	A/I
Able to demonstrate sound understanding of equality/diversity in the workplace	E	A/I
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and adults	E	A/I
A commitment to safeguarding and promoting welfare for all.	E	A/I