PINNER
HIGH SCHOOL





FINANCE ADMINISTRATOR

CANDIDATE INFORMATION PACK
2022/23

Inspiring Learning

Beaulieu Drive, Pinner, HA5 1NB
www.pinnerhighschool.org

Letter from the Headteacher

Dear Applicant

Thank you for your interest in Pinner High School. With our motto of 'Inspiring Learning, we aim to integrate every student into our supportive and disciplined environment to help them achieve their full potential through our rich, broad and balanced curriculum. Every student who enters the school is believed to be of equal worth and capable of positively contributing to our community.

Our school has seen continuous academic success and achieved high standards that we aim to uphold. Having been graded 'Outstanding' by Ofsted, the high quality of teaching and support provided through our community has consistently been reflected through exceptional exam results and school achievements. Most recently, 35% of all GCSE grades were grade 7 and above, against a national average of 26%. Furthermore, 82% were graded 4 and above against a national average of 73%. We are incredibly proud of every single student.

Not only do we provide exceptional standards of teaching for all students, but our learning also goes beyond the classroom. With an extensive range of extra-curricular opportunities and pastoral care, we aim to leave all students with experiences that shape them for the future.

Our staff are highly qualified, dedicated and committed to providing a safe and inclusive environment. Students will receive the very best of what education has to offer and will find our school to be an inspiring environment that sets them up for lifelong success.

As an employee of Pinner High School, you can expect a wealth of benefits and opportunities from access to training, career development secondments, and additional duties attracting financial benefits, pension, free gym access and subsidised meals, under pinned via a collaborative and supportive environment.

If you would like to join our school please complete our application form and send with a covering letter to careers@pinnerhighschool.org.

Further information can be found via our website www.pinnerhighschool.org.

We look forward to working with you

Mr Raj Patel

Headteacher

Finance Administrator

Reports to:	Finance Manager
Start date:	17th April 2023
Salary:	Scale H4, Point 7 £25,629 FTE; £21,358 pro rata
Hours:	Term time only; Full Time, 36 hours, 38 weeks – there is potential for this role to be a job share for the right candidates.
Contract:	Permanent
Closing date:	22 March 2023 at 9am – PHS Reserves the right to close this post earlier than the advertised date
Interview date:	w/c 27th March 2023

We encourage you to read our website carefully and familiarise yourself with our prospectus, this candidate information pack and the application form for the post.

Pinner High School opened in September 2016 with 150 Year 7 students. We admit 180 Year 7 students each year; and now have 900 Year 7 – Year 11 students. Our onsite sixth form is now open with a full complement of year groups. Alongside this, there are 12 additional places for students with Autistic Spectrum Disorder. Pinner High School is located on Beaulieu Drive, HA5 1NB

Pinner High School is part of Harrow Academies Trust, a multi-academy trust established by the seven secular high school academies within Harrow. These high schools, together with Whitmore High School (which is a community school maintained by Harrow Council), have a strong track record of collaboration, including establishing Sixth Forms, the age-of-transfer that saw Year 7 join high school (instead of middle school), academy conversion in 2011, and establishing The Jubilee Academy (an alternative provision free school) in 2013.

Harrow Academies Trust also includes Harrow View Primary School, which is a primary school that will be constructed as part of the major housing / regeneration project in Harrow on the site of the current Kodak site.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

While this post is expected to be based predominantly at Pinner High School it may involve work with, and at all schools within, the Trust as the Trust develops.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community.

INTRODUCTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment to the school's ethos, by working effectively in support teams for the benefit of our students. In this way, they assist the school in reaching its targets and objectives.

JOB DESCRIPTION:

KEY RESPONSIBILITIES

- To support the day to day running of the Trust's Finance Department.
- To bring life to the school motto of "Inspiring Learning".
- To be committed to and to promote the school's vision, aims, objectives and values.
- To be familiar with and operate within the Academy Trust's Scheme of Delegation and Financial Procedures, and other regulations governing management of Academy finances.

FINANCIAL ADMINISTRATION, MONITORING AND REPORTING

Reporting to the Finance Manager, the Finance Administrator's main responsibilities will be as follows:

Accounts Payable/Receivable/Cash Administration

- Administering the Accounts Payable process including:
    - Obtaining quotes from suppliers in line with the trust's Finance Policy, ensuring value for money;
    - Continuing to build on the trust's excellent supplier relationships;
    - Placing orders with suppliers;
    - Raising Purchase Requisitions and Orders in the finance system (Access Education Finance);
    - Receipt of goods;
    - Matching invoices to POs and delivery notes and obtaining payment approvals;
    - Processing invoices in the finance system including allocating costs against the correct budget codes;
    - Preparing BACS payments;
    - Processing staff expenses;
    - Maintaining supplier accounts and reconciling supplier statements;

- Administering the Accounts Receivable process including:
    - Raising invoices in the finance system;
    - Matching receipts to invoices;
    - Raising credit notes;
    - Chasing outstanding payments;

- Administering the Bank & cash process, including:
    - Processing bank transactions in the finance system ensuring all remittances are saved electronically
    - Banking cash and cheques as received and inputting into the Cashbook;

Other

- Administering the trust's online payment system, ParentPay, including:
    - Reviewing student catering balances, sending weekly debt reminders, and following up with parents and/or catering staff as appropriate;
    - Setting up payment items for school trips, music lessons and other activities, liaising with teaching staff as necessary, and accounting for the funds received from parents;
    - Working with the Admin team to ensure new students receive log in details and assisting with log in problems;
    - Dealing with other finance related queries from parents as they arise

- Liaising with the Sixth Form Admin team as the main finance contact for administering the Sixth Form Bursary.

- Dealing with Uniform Grant requests from parents.

- Preparing monthly VAT reimbursement submissions to HMRC.

- Assisting parents with applying for Free School Meals as required.

- Preparing documentation for external and internal audits and liaising with auditors as required throughout the school year.

- Undertake such ICT training as is necessary to operate the systems effectively and ensure the Academy procedures are adhered to;

- To work cooperatively with the admin and support teams and provide assistance as necessary to all parents, students, staff, Governors and other relevant stakeholders;

- To contribute to safeguarding children and keep up to date with the latest procedures and regulations and ensure attendance at appropriate INSET training, meetings and suchlike;

- To promote positive behaviour and respond appropriately to situations that challenge equality of opportunity.

- To work co-operatively and support the Academy's Professional Review system.

REASONS TO WORK AT PINNER HIGH SCHOOL

- A friendly, respectful and collaborative environment.
- The opportunity to work with a number of skilled professionals.
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award for younger students.
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves.
- Excellent CPD opportunities and access to training, including trust member schools across the Borough.
- A collaborative approach to building a new school community
- Opportunities to access and experience senior leadership positions

BENEFITS

- Continuous professional development;
- Employee Assistance Programme;
- Defined benefit pension scheme (LGPS) with significant employer contribution;
- Paid lunch break duty with free lunch whilst on duty;
- Subsidised meals;
- Free tea and coffee;
- Onsite parking
- Gym access;
- Brand new facilities;
- Free eye care voucher;
- Salary sacrifice scheme for Cycle to Work
- Three weeks Christmas break in December

SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of, and understand, the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Offers of employment

Pinner High School reserves the right to assess candidates' online social media presence.

Offers will be subject to receipt of two references (one of which should be the most recent employer).

For more information about our safeguarding policies, please visit our school website:

http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44

NOTES

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All postholders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

APPLICATION PROCESS

If Pinner High School sounds like it is right for you:

- Download the application from for the corresponding role from our website (https://www.pinnerhighschool.org/news/?pid=0&nid=5).
- Complete fully and email to careers@pinnerhighschool.org with your personal statement explaining why you want to work with us and why you are the best person for the role.
- CVs strictly not accepted.

If you have any questions or queries, please contact careers@pinnerhighschool.org or call 020 3096 0769

The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.

PERSON SPECIFICATION

Education, Qualifications and Training	Essential	Desirable	How Identified
Maths & English Grade C or above GCSE (or equivalent)	Yes		Application
Degree or professional qualification		Yes	Application
Experience	**Essential**	**Desirable**	**How Identified**
Strong Purchase ledger skills and experience (full training will be provided)		Yes	Application
Strong numeracy, IT and communication skills	Yes		Application
Lettings administration experience		Yes	Application
Experience of working with Access Education Finance		Yes	Application
Experience of working with data systems and on line materials and a knowledge and understanding of data security		Yes	Application Reference Interview
Experience of working with a range of stakeholders in a service environment		Yes	Application Reference Interview
Knowledge, Skills and Abilities	**Essential**	**Desirable**	**How Identified**
Good basic IT proficiency	Yes		Application Interview
Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes		Reference Interview
Demonstrates great communication & interpersonal skills	Yes		Interview Reference
Demonstrates an ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school	Yes		Application Reference Interview
Demonstrates an ability to handle difficult situations with sensitivity, confidentiality and	Yes		Reference Interview

discretion at all times, combined with a calm personality, a practical approach and sound judgement			
Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes		Reference Interview
Demonstrates an ability to maintain a non-confrontational approach	Yes		Reference Interview
Other Requirements	**Essential**	**Desirable**	**How Identified**
Enthusiasm, energy and commitment	Yes		Reference Interview
High expectations of all young people, respect for their social, cultural, religious & ethnic background, and a commitment to raising the achievement & self-esteem of all young people	Yes		Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Application Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Interview
Able and confident to work on own initiative whilst still being a part of a team	Yes		Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Interview

February 2023