



St Edmund Arrowsmith
Catholic High School

Prepare the way of the Lord

FINANCE OFFICER

CANDIDATE INFORMATION PACK



Rookery Avenue,
Ashton-in-Makerfield,
Wigan, WN4 9PF
Telephone: 01942 728651
Email: office@arrowsmith.wigan.sch.uk
Web: <http://www.arrowsmith.wigan.sch.uk>
Headteacher: Mr. M. J. Dumican
B.A. (Hons), PGCE, NPQH, MSc, MEd

December 2024

Dear Potential Colleague

Thank you for your interest in the vacancy for a **Finance Officer** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert, **Friday 10 January 2025 at 9.00am.**

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

M J DUMICAN
Headteacher



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JOB DESCRIPTION: FINANCE OFFICER

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers.

JOB PURPOSE:	To assist the Business Manager in the provision of an effective and efficient support service.	
RESPONSIBLE TO:	Headteacher, Business Manager,	
LIAISES WITH:	Senior Leadership Team, Teaching Staff, Part Time Finance Officer, Other Support Staff, LA, Outside Agencies	
HOURS OF WORK:	37 hours per week: 8.00am to 4.00pm (Mon to Thurs) 3.30pm (Fri) Term time plus three weeks (15 days –by agreement with Business Manager to include 3 inset days)	
GRADE	G5	
SALARY	PT 8 – 14 £26,512 - £29,196:	(Actual Salary £23,867 - £26,283)
REVIEW DATE:	Annually	

The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.

MAIN DUTIES AND RESPONSIBILITIES:

- To assist the Business Manager in the implementation of best practice with regard to financial administration.
- To implement internal systems and procedures that ensure compliance with the Financial Value Standard in Schools.
- To work alongside the Part-Time Finance Officer, ensuring continuity of work across the working week to enable the efficient operation of the school's Finance Department.
- To update annually the school's Scheme of Financial Administration and monitor the effective implementation of its provisions.
- To assist the Business Manager with all Financial Year End procedures adhering to the prescribed timescales.
- Assisting in the processing of invoices, banking and supplier management in line with required procedures for set up and ongoing maintenance.
- To process all purchase orders for supplies and services.
- To process the LA Monthly OneBill and any relevant direct debits.
- Process and approve regular supplier BACS payment runs in accordance with LA policies and procedures.
- To assist the Business Manager with the month end procedures, including posting of journals as directed.
- To control all aspects of the School Fund, ensuring monthly reconciliations against Bank Statements and arranging for an annual independent audit.
- To be responsible for the collection of all monies from pupils for school trips, events and charities and to ensure the security of all cash held in the school.
- To collaborate with the Educational Visits Co-ordinator in the administration of school trips including the booking of transport and the keeping of accounts and records.
- To provide basic financial advice and assistance to Cost Centre Managers.
- To issue monthly financial statements to all Cost Centre Managers.
- To establish and maintain an Electronic Asset Register.
- To be responsible for managing the booking and operation of the school mini bus.
- To assist in the processing of all petty cash re-imbursments in a timely manner.
- To be responsible for arranging and administering the allocation of lockers to pupils in Y7 and maintain records in relation to new and existing lockers throughout school.

SCHOOL SUPPORT:

- To carry out general support staff duties including examination invigilation when required.
- To be willing to become a designated First-Aider if required.
- To assist with hospitality duties as required.
- Any other duties commensurate with the grade and job title as directed by the Headteacher.
- To observe the school's Code of Conduct and act in a professional manner at all times.
- To observe all school policies and protocols, particularly with regard to keeping children safe in education.
- To carry out any other tasks as directed by your Line Manager or Headteacher which are appropriate to the post.

REVIEW

A job description may be amended by the Headteacher after consultation with the support staff member and preferably with her/his agreement. On her/his own initiative, a support staff member may request that amendments are made to her/his job description and a request will be considered carefully.



PERSON SPECIFICATION: RECEPTIONIST

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

Training and Qualifications

	Essential	Desirable	Source
3 x GCSE grade C (or above) in Maths and English (or equivalent qualification)	✓		A
Relevant finance qualification (AAT or similar)		✓	A, I
Relevant first aid qualification OR willingness to undertake training to obtain	✓		A, I
Willingness to participate in development and full training opportunities	✓		A, I
Evidence of finance training relevant to the role		✓	A, I

Experience

	Essential	Desirable	Source
Experience of working as part of a team	✓		A, I, R
Experience of working in a finance accounting, or administrative role	✓		
Experience of financial accounting and administrative systems and IT packages	✓		
Good knowledge and understanding of safeguarding and child protection		✓	A, I
Experience of using Excel		✓	A, I
Experience of using Arbor, FMS6. Access or similar software systems.		✓	A, I

Personal Qualities/Attributes/Experience

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post

	Essential	Desirable	Source
Excellent manner, having a calm and friendly approach to a variety of queries	✓		A, I, R
Understanding of using an email system, ie Microsoft / Outlook	✓		A, I
Experience of working in an office environment	✓		A, I
Experience of working in a school environment		✓	A, I
Excellent written and oral skills	✓		A, I, R
Excellent interpersonal skills	✓		A, I, R
To be able to develop positive relationships with children, colleagues and parents.	✓		A, I, R
To be flexible and approachable in a busy day to day environment to assist colleagues with tasks	✓		A, I, R
Ability to adapt to change	✓		A, I, R

To demonstrate the commitment towards being part of the life of the school	✓		A, I, R
Ability to cope with conflicting demands, deadlines and interruptions	✓		A, I, R

Essential to Appointment

The applicant must be legally entitled to work in the UK (Asylum and Immigration Act 1996)
 An enhanced DBS clearance is required prior to appointment
 2 references must be provided prior to appointment

KEY: A = Application, R = Reference, I = Interview

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at recruitment@arrowsmith.wigan.sch.uk and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

The Interview Process

Deadline: Friday 10 January 2025 @ 9.00am
Interview Date: To be confirmed
Start Date: January 2025 or as soon as possible

All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



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