



Have faith...believe you can!



Finance Assistant

Application Pack

September 2019



Finance Assistant Full/Part Time



(28-36 hours pw, 42 weeks, term time + 3)

Start date – on or before 18 November 2019

S6 (£23,951 - £26,438)

We are looking for a self-motivated, flexible and organised Finance Assistant to join our busy Finance Team. You will work closely with the Finance Manager to ensure the smooth running of all our financial operations.

This is a fantastic opportunity to continue your finance journey in a well led, collaborative and supportive environment. St John the Baptist School is a friendly, inclusive and oversubscribed school in Woking making a big difference to the lives of our students. We have a strong reputation and high expectations of both students and staff and consider this to be an exciting place to work and develop, where creativity and innovation are nurtured. We really know our students, and focus on them as individuals. Pastoral systems are strong and we value a curriculum offer and activities that educate the whole child. Our mission is to be the best school in England and we will continually look for ways to improve. This starts by employing the very best staff and we are hoping this is where you can help!

If you possess the necessary skills and experience, we invite you to submit an application. Please bear in mind that your application should explain fully your suitability for the role as detailed in the job description. It should also be tailored to meet the Person Specification in terms of your knowledge, experience, skills, qualities and qualifications.

Method of appointment:

Closing Date: Thursday 10 October 2019 (12.00pm)

Shortlisting: Thursday 10 October 2019

Interviews: TBC – w/c 21 October 2019

Method of Application:

Application form including statement of application (please download from the SJB website www.sjb.surrey.sch.uk).

Please submit your completed application form to jobs@sjb.surrey.sch.uk.



Job Description



Job title: Finance Assistant

Reports to: Finance Manager

Hours: Full/part time - 28-36 hours per week, 42 weeks (term time + 3 weeks). We are able to be flexible in the pattern in which the hours are worked each week.

Pay scale: S6 (£23,951 - £26,438 FTE) salary dependent on experience.

Person Specification

- Commitment to supporting the distinctive nature of a Catholic school
- Some background and experience in a schools arena
- Experience of using PSF and Tucasi ideal, but not essential
- Good working knowledge of Excel and Word
- Good level of communication skills enabling effective development of good relationships with all levels of staff
- Self motivated, flexible and able to work in an autonomous way, being able to manage own workload
- Good team player able to work effectively alongside others to meet the aims and needs of the school
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- High level of initiative
- Evident interest in all aspects of school life
- Commitment to excellence and the ability to lead by example
- Boundless enthusiasm and a positive outlook
- Capacity to work very hard under pressure
- Personal integrity and the drive to do what is best for the students
- Commitment to ensuring that St John the Baptist becomes the best school in the country.

Responsibilities

- Enter all bank transactions onto PSF
- Reconcile the School Fund bank account at month end
- Complete ownership of the schools' iPad account including setting up of new direct debits, recording all accounting transactions on Tucasi, and producing gift aid claims
- Enter all credit card transactions onto PSF and reconcile the account at month end
- Ownership of the SJB Club including setting up new standing orders and the monthly draw
- Responsible for petty cash and banking
- Accurate coding of all purchase ledger invoices ready for input into the Purchase Ledger
- Daily review of the Finance email inbox, and Finance in-tray, ensuring all contents are distributed and actioned by the relevant member of the Finance team
- Keeping the gift register up to date
- To undertake any other duties, commensurate with the grade, as reasonably requested by the Finance Manager.



A few thoughts about SJB...

Thank you for your interest in the position of Finance Assistant. I hope you find all the enclosed information useful when applying for this role. I thought it would be useful if I gave you a personal perspective of our school, including a few comments from a current member of staff about what life is like at SJB. Hopefully this will help you decide whether or not SJB is a place where you would be happy and flourish, and where you could do an outstanding job for our children.

SJB is part of the Xavier Catholic Education Trust. We are a group of eleven schools in the Diocese of Arundel and Brighton who have come together to work collaboratively for the benefit of all the children we serve. The Trust's aim is to provide a caring and supportive environment within which all children receive the best possible education.

SJB is located just outside Woking town centre, and a 15 minute walk from the train station (22 minutes from London Waterloo on the train). The original school, built in the late 60's (but don't worry, the first thing visitors comment on is how vibrant the learning environment is), has changed significantly in recent years as we have expanded and improved our facilities in order to meet the needs of our increasing student numbers. There will be an increase of 60 students each year and by 2023 we expect our total to be close to 1700.

We are very fortunate to work with such a brilliant group of students. If you come to visit us, you will see that they are happy, hardworking (on the whole!) and very positive about our school. Achievement is at the forefront of everything we do at SJB and it would be fair to say it is "cool" to achieve. Our staff are vibrant, enthusiastic and passionate about ensuring our students get the very best deal. A new member of staff recently commented "Working at SJB means that you are surrounded by like-minded colleagues: people who want the best for their students and are prepared to go the extra mile to get it. This means that the standards are really high but I've found that invigorating rather than daunting; with so many great teachers and support staff in the school, I am constantly hearing new ideas and techniques to develop my own practice. That's not to say that it's all work and no play though, there's a strong focus on the importance of work/life balance and the school is aware that tired teachers don't deliver engaging lessons and tired support staff can't perform the vital roles that keep the school moving forwards. The staff room is a chatty and welcoming place to be and most people feel quite at home from day one!"

At our last OFSTED inspection (June 2014) we were judged to be outstanding in every category. As you can imagine we are very proud of achieving this result and it is especially pleasing for the students and staffs hard work to be externally recognised in this way. Please do not think we know all the answers, we don't. Our mission is to be the best school in England and we will continually look for ways to improve.





We are a fully comprehensive school and are therefore proud of our exam results. Full details are on our website but I will give you a few 'highlights'. Last year our GCSE students achieved a Progress 8 score of +0.97, placing our results in the top 1% of all comprehensive schools in England; 94% of our students gained 4+ grades in English and Maths. A-Level results were also very strong with 100% pass rate and 72% gaining A*-B.

We are very committed to improving the whole school system. For many years we have been a Teaching School, Maths Hub and SCITT (we are currently the largest SCITT provider in the country). This means we are able to offer our staff new opportunities in: training future teachers; developing Maths teaching across all phases and supporting local primary and secondary schools. We currently have a number of staff that work, in a variety of capacities, in other schools. We work hard to offer development to all stages of teachers career; from initial Teaching training to NPQH for prospective Headteachers.

We are very proud to have been designated as one of the first World Class Schools in 2015 an award that was ratified again in 2018. More recently we have been recognised as "transforming" under the SSATs Framework for Exceptional Education in four aspects of our practice including: culture of reflection; professional learning; variety of teaching; and leadership through moral purpose. We aspire to achieve accreditation for all aspects and will be working towards achieving more this year!

Technology at St John the Baptist School is a major part of teaching, learning and school/teacher administration. We have developed a strong 'can do' approach to supporting staff which encourages everyone to embrace the possibilities that technology has to offer within the school for teaching, learning or administration. Every child has their own iPad which they use to support their learning (as do teachers). We have developed a number of 'in-house' apps. for both staff and students.

Working in a Catholic school is unique. The Christian ethos is at the core of everyday life at SJB and is one of our greatest strengths. Visitors frequently comment on the care, compassion and real sense of community that permeates everything that we do. We appoint members of staff, who whatever their beliefs, support the ethos of our school and will always put our children first.

Expectations are incredibly high here at SJB. We expect the very best from and for our students and we expect the same of ourselves as staff. All the staff at SJB are highly valued and contribute in various ways to the overall success of our students. If you feel you would like to know more about this opportunity to join the SJB community, you are welcome to visit and look round the school.

In conclusion, we believe this a truly fantastic place to work, but don't take my word for it, come and see for yourself; every day is open day so I look forward to meeting you soon!

James Granville Hamshar Headteacher

Additional information can be found on our school website www.sjb.surrey.sch.uk

