

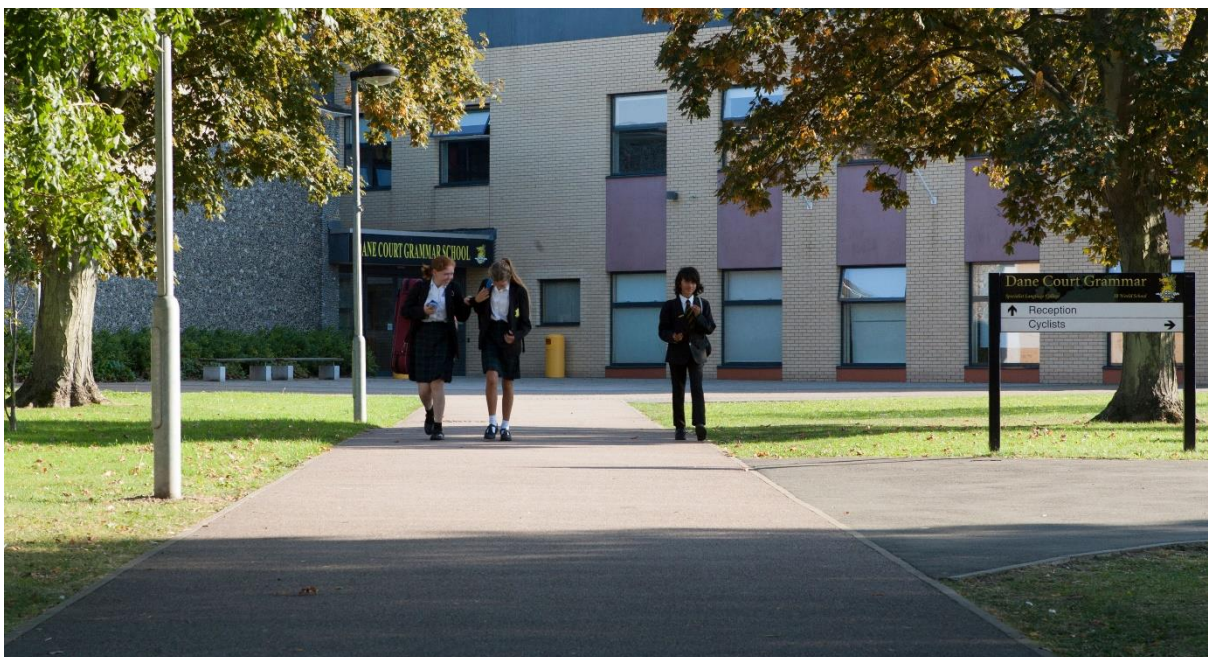


# Dane Court Grammar School

Finance/Clerical Officer

Application Pack

Required for 27<sup>th</sup> June 2022





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## Welcome from the Headteacher

Dear Applicant

Thank you for your interest in the position of Finance/Clerical Officer at Dane Court Grammar School.

Dane Court is a mixed selective school of about 1,200 students. We are the most popular and academically successful grammar school in Thanet. Our students are polite, kind and keen to learn. Dane Court is a happy, welcoming and inclusive community, and a great place to work. We like to describe our school as a 'place of belonging'; a place where our students and staff feel at home. Our three school values - Caring, Open-minded and Principled - are at the heart of everything we do.



As an IB World School, our students follow a broad, internationally-minded and academically challenging curriculum. We are the only school in Kent to offer both the International Baccalaureate Diploma (IBDP) and the Careers-related Programmes (IBCP) in our Sixth Form. We are fully committed to the philosophy and approach of the IB.

We are proud to be part of the Coastal Academies Trust, a local MAT consisting of four secondary schools and one primary school. At all levels, we work very closely with colleagues from across the Trust.

Once again, thank you for your interest in this position. We look forward to meeting you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Jones', written over a light grey rectangular background.

Martin Jones  
Headteacher

## School Vision and Values and Aims

### Vision

Developing knowledgeable and caring young people who help to create a better and more peaceful world

### Values

**Caring:** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Open-minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Principled:** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### Aims 2021-2024

#### ***Curriculum & Teaching: outstanding learning, achievement & destinations***

- *Provide an excellent academic education that enables all students to secure the highest grades in order to access world-class universities, the most competitive undergraduate courses and high quality employment-based opportunities*
- *Ensure students experience high quality lessons, characterised by: high challenge for all, high quality talk, frequent guided and independent practice, meaningful feedback, excellent support for learning and regular opportunities for knowledge retrieval (The DC6).*
- *Provide an excellent real-world education, including SRE & PSHE, to fully prepare students for the challenges and opportunities of modern living*
- *Provide high quality and inclusive support for students of all abilities and backgrounds and work closely with external partners to access specialist support for our students as required*
- *Provide varied, enriching and high quality extracurricular opportunities*

#### ***Wellbeing, welfare, behaviour & attitudes: outstanding relationships***

- *Ensure that students are safe and able to make positive and informed choices to enhance their own wellbeing as well as the wellbeing of others*
- *Foster a caring, open-minded and principled school community where we all act with integrity and honesty*
- *Develop respectful and confident global citizens and young leaders*

#### ***Leadership: making a difference***

- *Ensure that students from low income backgrounds have fair access to the school, receive excellent support, achieve highly and secure exciting destinations.*
- *Make a significant contribution to the education of young people across Thanet through partnerships with other schools, particularly those within the Coastal Academies Trust*
- *Ensure that staff are well-supported and workload is well-managed. Provide coherent and ambitious career and professional development pathways for all colleagues. Play a leading role in the development of EKLA and make a significant contribution to the planning and delivery of the alliance's programmes, including ITT and NPQs.*
- *Manage the budget to ensure the maintenance of a high quality working and learning environment with excellent facilities and resources*

**Our Curriculum**

Our curriculum is **broad, challenging** and **internationally-minded**

**Intent**

*Our curriculum aims to give our students the knowledge and skills to succeed in the world as it is, and the wisdom, empathy and courage to fashion the world as it should be.*

**Teaching at Dane Court: the DC6**





## The Post

**Hours:** 30 hours per week, term time only, 39 weeks per year (paid 44.85 weeks per year, holiday entitlement to be taken during school holiday periods)

**Grade:** CAT Grade 5, pt 14-17, £19389-£21326 (£13523-£14874 pro rata). Cost of living pay rise pending 1.9.22

### **The Finance and Administration Department**

The Finance team at Dane Court consists of three experienced members of staff, two finance officers and the School Business Manager working alongside the Administration department in a purpose-built office environment. As a team we work together to provide effective financial and administration support to ultimately enable school improvement and student progress. The Finance department also works as part of a bigger team within Coastal Academies Trust under the Chief Finance Officer.

The Finance/Clerical Officer is an extremely important member of the school community and a vital part of the administration team, ensuring that financial processes are completed accurately and safely, facilitating the smooth running of the school. Although predominantly finance related a proportion of your time will be spent on ensuring compliance around HR, recruitment and safeguarding guidelines and ensuring a commitment to safeguarding and safer recruitment.

The school office environment is exciting, varied and extremely rewarding. The tasks within the role are wide ranging so flexibility and organisation are key skills necessary. If you are hardworking and professional as well as friendly and methodical and you would like to join our team this could be the position for you.



## Job Description

**Accountable to:** School Business Manager

### **Duties and Responsibilities:**

To undertake finance duties, as part of the finance team and assist with the day to day financial systems and procedures in place at the school. To ensure the efficient and effective use of the school's budget, ensuring compliance is met at all times. To follow all Safer Recruitment practices to ensure all pre-employment checks are completed.

### **Key features:**

- Undertake a range of financial procedures (Access (HCSS) software), including authorising orders, invoicing, processing of BACS payments, and dealing with supplier issues.
- Monitor departmental budgets and liaise with budget holders.
- Receive and record monies from students and parents / carers using online payments software.
- Assist with the school workforce census process.
- Assist with administration and invoicing of school lettings and other school income.
- Undertake other support duties such as photocopying, filing and other clerical duties as required and to support all staff, students, parents and other stakeholders of the school.
- Assist with the administration of the Safer Recruitment processes to ensure all relevant pre-employment checks are in place including applying for a DBS checks and maintaining the single central record.
- Use the "Every Compliance" module to enter contracts and assets ensuring that assets are entered at the point of invoice/purchase and all contract information is monitored and contracts are reviewed when due.
- Collate staff payroll claim forms for additional pay and pass summary sheets to line managers for approval
- Assist with the administration of staff absence data within the "Every HR" module

### **Other requirements:**

- To work flexible hours if and when required.
- Annual leave requirement to be taken during school holiday periods.
- To comply with any reasonable request from a manager to undertake other duties commensurate with the post.

This job description is provided to assist the job holder to know what the main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Person specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A minimum of 5 passes at GCSE including English and Mathematics</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Experience of a school finance role is desirable</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Keyboard skills, applied with precision and speed.</li><li>• Communicates basic financial information to teachers, other staff and external suppliers.</li><li>• Literacy and numeracy skills.</li><li>• Computer literacy – ability to produce a range of accurate documents and standardised reports using Excel basic spreadsheet and database functions.</li><li>• Ability to organise and prioritise workload to achieve deadlines.</li><li>• Ability to investigate queries and anomalies when required.</li><li>• Ability to process and maintain financial records.</li><li>• Commitment to equalities and the promotion of diversity in all aspects of working.</li><li>•</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of a range of financial procedures, including order and invoice processing, bank reconciliations, financial reports and account monitoring.</li><li>• Experience of IT packages to include HCSS and SIMS Personnel/Wisepay and googledocs is desirable; however, training will be given.</li></ul>



## Safeguarding and Safer Recruitment

Dane Court is committed to safeguarding and promoting the welfare of children and young people in education and expects all staff to share this commitment. Safer recruitment is the first stage of the safeguarding process.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

All posts at Dane Court Grammar School are exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

### **Shortlisting:**

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

### **References and checking employment history**

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

## **Interview and selection**

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

## **Pre-appointment vetting checks**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **New staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher other classroom staff
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
  - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the secretary of state

\* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Please also see the following policies and documents:

[Keeping Children Safe in Education](#)  
[Safeguarding and Child Protection Policy](#)  
[Staff Conduct Policy](#)  
[Behaviour and Discipline Policy](#)

[IT Acceptable Use Policy](#)  
[Social Networking Acceptable Use Policy](#)  
[Whistleblowing Policy](#)

## What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

## Application Process

Closing date for applications is.

To apply please complete the online application form on Kent Teach and submit a covering letter outlining how your knowledge, skills and experiences meet the competencies required for this post. The letter should be no more than two sides of A4.

Should you require any additional information please contact Carolyn Hobbs on [hobbs@danecourt.kent.sch.uk](mailto:hobbs@danecourt.kent.sch.uk) or ask to speak to Martin Jones, Headteacher.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to our [Privacy Notice](#) for information about how we use any personal data about them we hold

