



# Maidstone Grammar School *for Girls*



## Finance Officer

Required for January 2023 Kent Scheme Salaries 5

Full-time 37 hours per week term time plus 3 weeks

8am-4.00pm Monday-Thursday and Friday 8am-3.30pm

Equating to £18,704 - £19,702 per annum





# About Us

*Welcome to our forward-thinking community with a tradition of excellence*

Maidstone Grammar School for Girls, or 'MGGS', as it is more often known, has a strong community spirit which is underpinned by our belief that the happiness of all our students is key to enabling them to succeed. We have been providing an academic education for girls (and boys in the Sixth Form) from the town of Maidstone and its surrounding area for over 130 years.

MGGS is a very special place. Our students love learning; they are talented, compassionate and inquiring young people who have a deep sense of belonging and commitment to their school.

As an outstanding school we are 'A forward-thinking community with a tradition of excellence', ensuring we develop young adults of character, who are able to flourish as adults in today's society. We deliberately combine our rich tradition of community service with the school's strong house system. The school's house system brings students of all ages together in many whole school activities and creates friendships which endure, lasting well beyond their years at school. At MGGS we focus on students as individuals, fully engaging with the latest technology available to enhance students' learning.

Our academic curriculum at MGGS provides students with outstanding examination results year on year. The Department for Education measures the progress students make over KS3 and KS4 with a Progress 8 score. Our results always place us 'well above average' and currently in the top 2% of schools in the country. Our curriculum is underpinned by our Advanced Thinking School, status with the Cognitive Education Centre of the University of Exeter.

*"I love being part of the MGGS community. From day one I felt welcomed into something special. There are so many opportunities for me to try new things and take part in activities that I enjoy. I really feel that my happiness is as important to the school as my academic success."* Year 7 Student

MGGS is a Leading Light school, using G Suite for Education, and we have been acknowledged by Google UK as one of the most advanced schools for its integrated use to promote student learning. MGGS is a Computing Hub for the South East, a status awarded by the Department for Education for our high standards in Computer Science. Other notable awards include the British Council's prestigious International School Award in recognition of our work in bringing the world into the classroom. Furthermore, we have been successfully reassessed and have maintained our Quality in Careers Standard, the national quality award for careers education, information, advice and guidance (CEIAG).

We are widely recognised for our broad and balanced curriculum (all students study two languages at Key Stage 3), and our tradition of academic excellence, together with the many enriching extra-curricular activities we provide for students. We believe that our Curriculum and Sixth Form Extra enrichment programmes are vital to building self-confidence, resilience, and leadership skills in all of our students. We nurture individuality and scholarship to ensure that our young people will go on to take leading roles in society and become happy and fulfilled adults.



# Our Results

## A Level Exam Results 2022

We are very proud of our students; not only are their academic standards high, but they also develop as confident articulate individuals ready to take full advantage of opportunities as they arise

We see a continued trend of increasing academic results year on year at MGGS, enabling students to pursue their individual goals. They go on to pursue a wide range of pathways, including university study, apprenticeships and employment.

Summer 2022 has seen:

168 students sat a total of 470 A level examinations

44% of all grades were A\* or A, with 12 students achieving complete sets of A\* grades

75% A\* – B grades

92% achieved A\*- C grades

A quarter of the cohort have gained places at Russell Group universities with 3 students gaining Oxbridge places, including 2 to study Medicine.

## GCSE Exam Results 2022

We are very proud of all the achievements of our talented students, especially their outstanding GCSE results.

Summer 2022 saw our Year 11 students achieve some fantastic results, which was a result of their hard work and resilience over the last two years. It has been a challenging time for all. Our Year 11 students demonstrated their commitment to their education, as well as in managing challenges that others before them have not had to face.

We are extremely pleased to be celebrating the fantastic achievements of our Year 11 students. Our students have risen to the increased challenge of the GCSE specifications and have been very successful. We are very proud of all of their individual achievements and look forward to the next stage of their education at MGGS Sixth Form.

Summer 2022 has seen:

171 students sat a total of 1791 GCSE examinations

56% of grades achieved were 9-7

80% of grades achieved were 9-6

93% of grades achieved were 9-5

# The Team & Our Facilities

The Finance Department consists of a Finance Manager, Finance Officer and Trips & Visits Co-ordinator. The School Business Manager has responsibility for the Finance Department.



## The Post

### Finance Officer

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We are looking to appoint an experienced Finance Officer who is both enthusiastic and flexible to join a busy, friendly team. The role includes administering the school's purchase ledger function within FMS together with monitoring, reporting and advising as necessary along with general finance duties. The successful applicant will demonstrate attention to detail and a good level of numeracy. A background in financial administration within a school is preferable and the ability to use financial software is essential.

## Staff Development Opportunities

Maidstone Grammar School for Girls is a very successful selective girls' school of 1,220 students with a mixed sixth form of approximately 340. The post offers the opportunity to work with intellectually able young people in a supportive and friendly environment. Staff benefits include strong support for professional development.

Opportunities include:

- A personal induction programme
- CPD days and a range of workshops delivered through twilight
- Performance development opportunities
- Relevant external CPD training courses.

## Staff Benefits

Maidstone Grammar School for Girls is located on a 16 acre site surrounded by attractive open grassed areas and woodland. We are within easy walking distance from the centre of Maidstone and served by two nearby mainline rail links and convenient access to the M20 and M2 motorways. We also have ample on-site parking and virtually all our facilities, including washrooms, have disabled access.

- Kent Reward System
- Cycle 2 Work Scheme
- Health Care Plan\*
- Free On-Site Parking
- Free break-time coffee/tea

- Staff Well-being Committee

\*Available to permanent employees only.

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## How to Apply

Applicants should complete the application form and email it along with a covering letter addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). If you require any additional information please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Please note that pre-interview visits are not available, however, full information including a virtual tour can be found on our website <https://www.mggs.org/>

## The Application Process

Application forms and full details can also be found on our Vacancies page on our website: <https://www.mggs.org/joining-us/join-our-team/vacancies/> and should be sent to [mstarns@mggs.org](mailto:mstarns@mggs.org).

Support staff references where indicated will be taken up prior to interview.

## Important Dates

\*Closing date for applications: 8am on 28th November 2022

Interview date: 1st December 2022

\* Applications are welcomed immediately. Applications will be considered in the order in which they are received. Suitable candidates may be interviewed before the closing date and Maidstone Grammar School for Girls reserves the right to withdraw the position if an early appointment is made.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. All posts are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. For more information please see our [Safeguarding Policy](#).

## Job Description

<b>POST TITLE</b>	Finance Officer
<b>GRADE</b>	Kent Range 5
<b>CONTRACT WEEKS</b>	Term Time plus 3 directed weeks
<b>HOURS PER WEEK</b>	37
<b>RESPONSIBLE TO</b>	School Business Manager
<b>REPORTING TO</b>	Finance Manager

**Job Purpose**

**Administer the School FMS system: monitoring, reporting and advising as necessary. To undertake other administrative/support duties as required.**

**Duties**

Be responsible for the administration of the Finance Management System (FMS):

- Undertake a range of tasks relating to purchase orders(e.g. prepare orders, obtain quotations, check deliveries, process returns and clear outstanding orders)
- Process invoices, direct debits and BACs payments on FMS to aid Finance Manager's bank reconciliations
- Reconcile the petty cash for the Budget Account
- Prepare banking and record non-invoice income on FMS
- Assist with budget monitoring and produce reports from FMS as required
- Assist with compiling information to contribute towards budget preparation, month end and financial year end closedown procedures
- Assist with induction to Finance of new staff and maintain a level of knowledge for self and others within the finance team to cover in the case of absence
- Ordering, invoicing, payments and reconciliations of Corporate Cards

In conjunction with the Finance Manager, be responsible for the administration of Pupil Premium and Bursary Fund expenditure:

- Send out annual Pupil Premium Letters informing parents of financial help available
- Liaising with the primary schools of new admission pupils re Pupil Premium & Free School Meals
- Dealing with Pupil Premium requests, recording of Pupil Premium expenditure
- Dealing with Bursary requests. recording of Bursary expenditure

In conjunction with the Finance Manager, manage the School Fund and ensure that the accounting processes used comply with LA and FMSiS requirements.

- All administration relating to the School Fund. Reconciliation of weekly bank statements using PFM. Prepare and submit School Fund Gift Aid claim

Be responsible for the annual update of the Asset register, recording all newly acquired items and disposals ensuring that a true and accurate record of the assets of the school is available

Development Trust banking - Including Paypal reconciliations.

**Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

**General responsibilities**

- To be available on an ad hoc basis to take part in supervising lessons, school trips, taking responsibility for a group of students.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and data protection) and uphold the ethos of the school.

- Uphold the school's behaviour code and uniform regulations.
- To fulfil any other tasks reasonably requested by the line manager and Headteacher.

## Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 3 finance qualifications</li> <li>• At least Level 2 qualifications including at least B grades (grade 6) in English and Mathematics</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Strong work ethic and capacity for hard work</li> <li>• Evidence of finance and numeracy qualifications</li> <li>• Ability to relate well to colleagues and students</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility in approach to completion of work</li> <li>• Ability to work under pressure and meet strict deadlines</li> <li>• Generosity of spirit and a sense of humour</li> <li>• Knowledge of and genuine interest in educational issues and how they apply to this school</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and organisational skills</li> <li>• Attention to detail and a good level of numeracy</li> <li>• Strong ICT skills, including knowledge and experience of FMS, SIMS and MS Excel and Word</li> <li>• Knowledge and understanding of school policies and procedures</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school</li> <li>• Willingness to undertake appropriate training and professional development</li> </ul>

## General Information

Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form.

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our website <https://www.mggs.org/key-information/policies-public-notice/>

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education 2022](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children.  
This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.*