



Dane Court

Grammar School

01843 864941



admin@danecourt.kent.sch.uk



Broadstairs Road, Broadstairs, CT10 2RT



FINANCE OFFICER APPLICATION PACK

Full time,
permanent

Salary:
CAT Grade 6
£25646-£27600

Required: From June 2025

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Letter from the Headteacher



Dear Applicant

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

Dane Court is a mixed selective school of about 1,200 students, and we are one of the highest performing schools in Kent.

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', 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 one of only a handful of schools in the UK to offer both the International Baccalaureate Diploma Programme (IBDP) and the Careers-related Programme (IBCP) in our Sixth Form.

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

This is an important appointment for the school and our students. We are looking to appoint a highly professional and knowledgeable colleague with an eye for detail.

The successful candidate will receive first rate support and professional development.

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

Yours faithfully,

A handwritten signature in black ink that reads "M. Jones". The signature is written in a cursive, slightly stylized font.

Martin Jones
Headteacher

What Dane Court 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.

Staff Wellbeing

The mental health and wellbeing of all staff is extremely important to us at Dane Court. We value every member of staff and strive to listen and respond to staff to ensure that wellbeing is at the heart of everything we do.



Free tea/coffee on Tuesdays and Fridays



Open door policy



Signposting to additional support services.



Free annual flu jab



Caring and inclusive community



Wellbeing Committee



Trained mental health first aiders

“ I have been made to feel welcome and supported since starting at Dane Court.

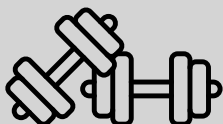
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The environment in which we work is kind and compassionate and conducive to learning.

-

I appreciate the help and appreciation that the teaching staff give me. ”

Staff survey - Dec 2024



Access to gym equipment at designated times



Staff surveys and feedback opportunities

School vision, 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 2024-2027

A high quality academic education: an ambitious curriculum, highly effective teaching, exceptional achievement & aspirational destinations

- Provide a broad and balanced academic curriculum, featuring highly ambitious and carefully sequenced subject curriculums, that enables all students to build the knowledge and skills for future learning and employment.
- 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).
- Ensure that all students, including the most disadvantaged and those with SEN, achieve exceptionally well and attain the very highest grades in order to access and succeed at world-class universities, the most competitive undergraduate courses and high quality employment-based opportunities.
- Provide varied and enriching extracurricular opportunities, including high quality educational visits, that support the curriculum and build students' cultural capital.

Safeguarding, personal development and behaviour & attitudes: outstanding relationships

- Maintain our open and positive whole-school safeguarding culture that puts students' interests first.
- Provide an excellent personal development curriculum, including PSHE and careers education, to empower students to make positive choices and prepare them for the challenges and opportunities of life in modern Britain.
- Ensure very high levels of student attendance.
- Foster a caring, open-minded and principled school community where we all act with integrity and honesty, and students become respectful and confident global citizens and young leaders.

Leadership: making a difference

- Make a significant contribution to the education of young people across Thanet through partnerships and collaboration with other schools, particularly those within the Coastal Academies Trust.
- Ensure that staff are well-supported and workload is well-managed.
- Provide high quality teacher training opportunities, and coherent and ambitious career and professional development pathways for all colleagues.
- 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



Job Description

Dane Court Grammar School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Key purpose

- The Finance Officer will support the School Business Manager to plan and manage the school's budget.

Qualities

The Finance Officer will:

- Uphold public trust in school staff and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's students

Duties and responsibilities

All staff will:

- play a full part in the life of the school community, support its vision, ethos and policies and encourage colleagues and students to follow this example
- fulfil responsibilities with regards to safeguarding (including reporting concerns to the Designated Safeguarding Lead)
- model Dane Court values to parents and students
- be positive in all aspects of work
- foster the school's inclusive ethos, nurturing everyone regardless of race, gender, sexual orientation, religion or ability
- take responsibility for their own learning and development
- develop the skills and talents of other members of the community
- adhere to the school community's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management
- agree annual performance targets, with a view to continuous development
- undertake any other duties that may reasonably be required by the Headteacher

Responsibilities

Support for the School Business manager

- Support the School Business Manager to:
 - Prepare the three year financial plan.
 - Prepare annual budgets as part of the three year financial plan.
 - Prepare financial reports, estimates and completion of financial returns as required by the Headteacher and CFO.
 - Plan cash flow and implement creditor and debtor policies and procedures.
 - Ensure the effective operation of financial control and ensure value for money in all expenditure.
 - Develop appropriate financial regulations and guidelines and work with budget holders to ensure compliance in line with the requirements of Coastal Academies Trust.
 - Devise appropriate accounting procedures to control, monitor and disburse the budget, including routine financial arrangements.
 - Maintain the computer-based financial and management accounting system.
 - Administer the monthly payroll and check for accuracy

Specific responsibilities

- Provide high quality financial support as part of the school’s finance team
- Ensure requisitions are processed in a timely manner and approved according to the correct procedures
- Process invoices in a timely manner, ensuring that goods and services have been received
- Ensure that expenditure and income is coded correctly
- Prepare payment runs, including preparation of pay lists and uploading to the bank
- Investigate and resolve any queries relating to creditors or orders in a timely manner, ensuring a positive outcome for the school
- Complete the reconciliation of the school’s bank account on a regular basis
- Complete reconciliations, including: debtors, creditors, bank account and VAT
- Ensure that all invoices that cover more than one year are included on the prepayment schedule for review by the School Business Manager
- Complete journals to correct coding errors where necessary
- Post and upload journals for the monthly payroll expenditure
- Ensure budget holders are provided with update reports, ensuring that corrections to coding are completed before being shared, and answer any questions from budget holders
- Record and log contracts under the direction of the School Business Manager

Administration

- Manage the retention and deletion of financial documents and data, in line with GDPR requirements
- Provide any administrative support required by the School Business Manager

Resources

- Operate any relevant equipment/ICT packages
- Assist with the creation of reports and finance guidance documents

Person Specification

Essential	Desirable
<ul style="list-style-type: none">• Experience of working in an administrative environment• Experience of supporting the senior financial professionals of an organisation• Experience of budgetary management and control within an organisation• Knowledge and experience of financial management systems	<ul style="list-style-type: none">• Experience of working in a similar role in a secondary school• Evidence of relevant continuing professional development• Experience of working with young people within the community or a school setting• Familiarity with school information management systems, e.g. SIMS

Personal qualities

- Highly developed planning and organisational skills
- Highly developed interpersonal skills
- Ability to use initiative and prioritise work
- Respect for young people and their needs
- Commitment to equal opportunities
- High levels of motivation and commitment
- Analytical and flexible thinking
- Concern for individual and team needs and the ability to cater for both
- Ability to interpret legislation and regulations
- Commitment to high professional and personal standards
- Ability to meet and manage competing deadlines
- Awareness of the importance of confidentiality

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Application Process

Closing date for applications is **Thursday 8th May, 5pm. Applications will be dealt with on receipt.**

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.

Pre-application discussions are welcome. Should you require any additional information please contact Carolyn Hobbs on hobbs@danecourt.kent.sch.uk or ask to speak to Martin Jones, Headteacher.



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.

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

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
 - Whether they are prohibited from taking part in the management of an independent school
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Whether they are known to the police and children's local authority social care
 - Whether they have been disqualified from providing childcare
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the applications at the point of interview.
- In addition, as part of the shortlisting process we will carry out and make candidates aware of an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

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 e.g. to whom it may concern
- Not rely on applicants to obtain their reference
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations)
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- Always verify any information with the person who provided the reference
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify content where information is vague or insufficient information is provided
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- Establish the reason for the candidate leaving their current or most recent post
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

Interview and selection

When interviewing candidates, we will:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children
- Explore their skills and ask for examples of experience of working with children which are relevant to the role
- Probe any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

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.
- 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 including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website. If the person has lived or worked outside the UK, make any further checks the school or college consider appropriate. 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

In addition:

- 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
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or
- Engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

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](#)



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

