



# HADLOW RURAL COMMUNITY SCHOOL

Effort achieves



01732 498120  
[www.HRCSchool.org](http://www.HRCSchool.org)





# Our School



Hadlow Rural Community School (HRCS) opened in September 2013 and offers a unique educational opportunity to students across the Weald of Kent; located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

HRCS is a popular, oversubscribed School with a current roll of just under 400 students, increasing to 500 over the next 3 years. The School relocated to a £7million new build in 2016 and has developed a strong reputation both locally and beyond for enabling its young people to excel and flourish; providing an exciting, vibrant and dynamic experience in academic and land based vocational studies. The school is heavily oversubscribed and has, for the last four years, achieved one of the highest percentages of preferences for Year 7 places, for non-selective schools, across Kent.

The success and popularity of the school has been based on our ethos of providing an educational experience suited to our students and the local community and, whilst academic progress is of the highest importance to us, this is equally matched by our promotion of vocational and enrichment opportunities, ensuring the development of every child as a whole.

Positive, productive, and supportive relationships with all stakeholders is a key element of the school and this is further underpinned by maintaining small class sizes of 25-26 students across the school, with many Key Stage 4 option subjects averaging class sizes of 15 students.

High expectations are promoted across every aspect of the school and all members of HRCS are expected to be kind, caring and considerate, showing honesty and integrity and applying 100% effort in all their endeavours, supporting our school motto of 'Effort Achieves'.

# Vacancy

## Finance Officer

**Application:** Apply by 9.00am, Friday 27th June 2025

**We would advise applying early for this role as interviews may take place prior to the closing date**

**Start:** Flexible

**Salary:** £25,914—£27,504

**Location:** Kent

**Contract:** Permanent (Full Time/Part Time Negotiable)



Hadlow Rural Community School is a unique school, combining a traditionally academic curriculum with a challenging Land-based specialism.

As the only specialised Land-based school in the country, our students have the opportunity to not only study for the highest academic grades but also to participate in a wide variety of life-enhancing and enriching experiences, working in a beautiful outdoor environment in areas such as agriculture, horticulture, animal care and countryside management.

We have an exciting opportunity at the school for an enthusiastic and highly effective individual to support the Chief Financial Officer (CFO) in providing support within a Finance and Business capacity.

The role will involve a range of duties such as processing purchase orders and invoices, reconciling a range of financial transactions on the School's accounting system, and supporting the production of management accounts under the guidance of the CFO to name a few.

If you feel that you are a highly motivated, inspirational colleague who has the expertise and experience to play a vital part in the future of our School then we would very much like to hear from you.

# Benefits of Working at HRCS



The Trustee's and Senior Leadership Team at HRCS are very aware of the significant contribution that colleagues bring to the school and the importance of providing a positive, supportive and productive working environment.

This is epitomised through our vision and values and the daily interactions between staff, students and parents. Student conduct is exemplary and based on high expectations and mutual respect; poor behaviour is not tolerated.

Career development and progression for those staff with leadership aspirations is prioritised and the school has a strong track record of supporting colleagues in achieving their career goals.

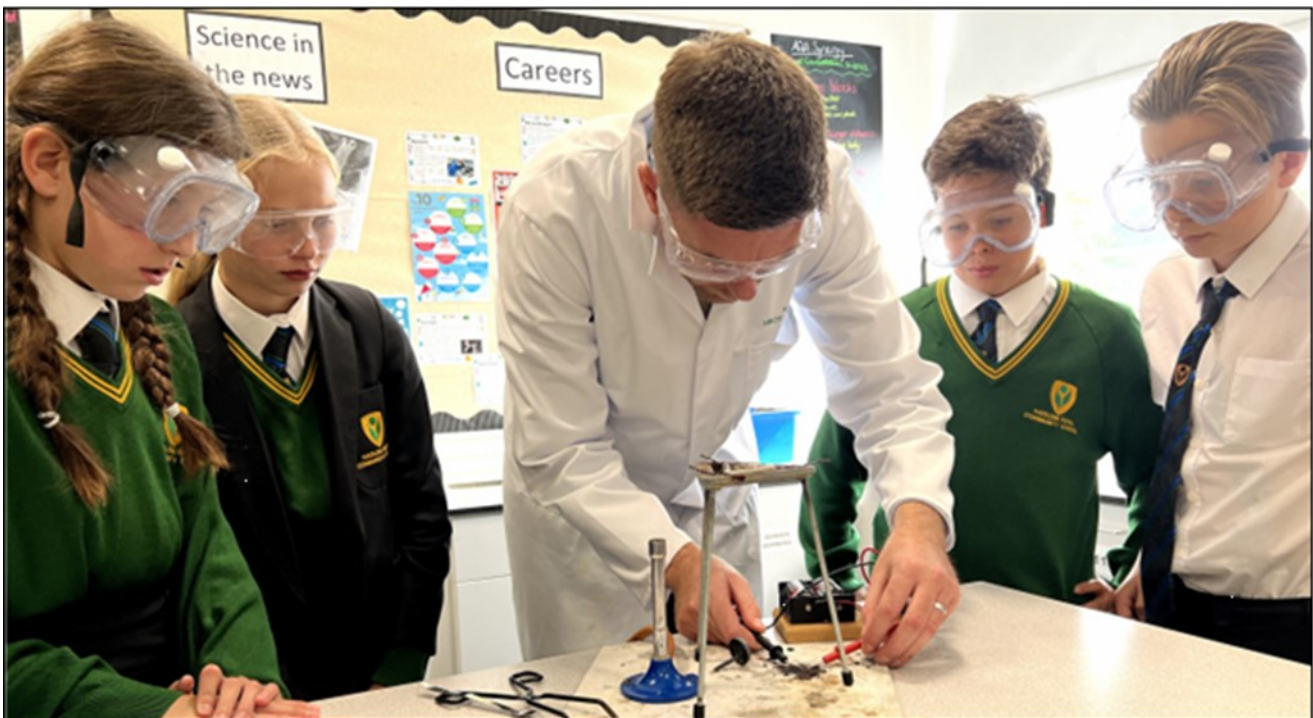
All staff are highly valued, with wellbeing represented as a standing agenda item on all meetings, and working groups regularly meeting to review common practices and workload considerations.



# Benefits of Working at HRCS

The school also provides the following benefits:

- Working within an idyllic rural setting
- Welcoming environment
- Competitive Salary
- Enhanced M6 & UPS Payscales
- Differentiated Appraisal Targets
- Reduced Directed Time (50 hours)
- Staff Loyalty days
- Paid leave for key life events
- Benenden Health Insurance
- Wellbeing weeks—3.30pm closure
- Comprehensive Induction
- Personalised CPD
- Aspirational Leadership Support
- Funded NPQ's/Higher Level training
- Access to Teacher Training
- Small Class Sizes
- Headteacher & SLT open door policy
- SLT Staff Wellbeing Champion
- Priority within school admissions criteria
- Access to school car
- Electric Car Chargers
- Free Parking
- Free Duty Meals
- Free Tea and Coffee
- Sick Pay
- Pension Contributions
- Support Line
- Occupational Health Support
- Staff Social Events
- Staff wellbeing & workload group
- Kent Rewards



# Job Description

## **Post Title: Finance Officer**

This job description may be amended at any time following discussion between the Headteacher and member of staff in the light of any changes in the requirements and priorities of the School, and will be reviewed annually.

### **Job Purpose**

- Responsible for processing all the financial transactions for Hadlow Rural Community School
- Support the School Business Manager in efficient running of the finance department

### **Main responsibilities**

- Be responsible for undertaking financial processes within the school
- Process purchase orders, invoices, and payments including BAC's and direct debits
- Check and process staff expenses payment via BAC's
- Process credit card transactions and reconcile on a monthly basis
- Import bank statements into the Schools accounting system and reconcile all transactions
- Input journals when required
- Reconciliation of all ledger accounts
- Be the point of contact for customer queries
- Provide administrative support with school trips including costings and chasing payments
- Support the School Business Manager with month end procedures and preparation of management accounts
- Investigate Aged creditors and Aged debtors on a monthly basis
- Assist the School Business Manager with year end and audit preparation

# Job Description

## **Other**

- Occasionally attend school events, outside of normal school hours to provide administrative and marketing support
- Welcome visitors to the school campus effectively and politely
- Assist in maintaining the School management information system (Arbor).
- Support the process of School payments (lunch money, transport, trips etc)
- Perform general office and administration duties including typing of correspondence, photocopying, responding to e-mails and filing as directed.
- Support data entry for the School and keep relevant spreadsheets co-ordinated and updated
- Comply with the School's financial procedures to ensure robust processes are followed

## **Other Professional Requirements**

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- endeavour to give every child the opportunity to reach their potential and meet high expectations;
- contribute positively and effectively to the Social, Moral, Spiritual and Cultural development of students;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- attend the full range of meetings contained within the directed time budget necessary to contribute to the discharge of responsibilities of subject teams and the School as a whole;
- take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools as appropriate;



# Job Description

## **Other Professional Requirements continued ....**

- take responsibility for own professional development and duties in relation to School policies and practices;
- liaise effectively with parents and governors.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This job description sets out the duties at the time it was prepared. Such duties may vary from time to time without changing the general nature of the duties and level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

## **Equal Opportunities Statement:**

Hadlow Rural Community School has a strong commitment to working towards the achievement of equality of opportunity in both service delivery and employment. The School's mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement the School's Equal Opportunities Policy.

Hadlow Rural Community School is committed to the safeguarding and protection of children. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.

# Person Specification

**Post Title: Business Assistant**

Qualifications	Essential	Desirable
A relevant professional qualification in finance including.		√
A degree and/or professional qualification relevant to the post and/or equivalent learning through professional experience		√
Level 2 (or equivalent) qualification in Maths and English	√	
Computer literate with good working knowledge of ICT including using the internet and Microsoft office suite.	√	
Experience		
Experience of working within a school environment		√
Experience of financial and budget management	√	
Experience of managing accounts and maintaining financial controls.	√	
Experience of working alongside people as part of a team	√	
Work effectively both independently and as part of a team	√	
Skills and Knowledge		
Financial reporting and management skills, and understanding of working with different stakeholders.		√
High ethical standards and influencing skills with the ability to engage effectively with all stakeholders inc, Staff, Parents, & Trustees	√	
Excellent analytical skills and sound judgment	√	
Excellent communication and presentational skills	√	
Good organisational skills	√	
Ability to prioritise, plan, schedule and meet deadlines and evaluate work		
Ability to be proactive and work on own initiative and manage own workload, within a budget	√	
Commitment to the security and wellbeing of the school	√	
A willingness to undertake as necessary training in all aspects of the job including health and safety	√	
Personal Qualities		
Confidence and enthusiasm	√	
Ability to work under own initiative	√	
Ability to work as a member of a team	√	
Suitable to work with children, Young People and Vulnerable Adults.	√	
An understanding of equality and diversity and a commitment to promoting them throughout the school		√
An understanding of safeguarding and its importance within a school environment		√

# How to Apply

## Finding out more about HRCS:

We know that applying for a position and starting employment at a new school can be a big step, and therefore it is very important for us that candidates have a good understanding of our school and are able to make a judgement, for themselves, on the excellent working environment and the support provided at HRCS.

We are therefore always extremely happy to provide personalised tours of the school and arrange opportunities to meet staff and students to ask questions and support your interest in working at HRCS.

Similarly, should you require any further details on any role within the school or would like an informal discussion with the Headteacher, please contact the PA to the Headteacher via email on [Heidi.Whitmore@hrcschool.org](mailto:Heidi.Whitmore@hrcschool.org) or via 01732 498120.

## Applications

If you wish to apply to join Hadlow Rural Community School in the next phase of its exciting future, the school website [www.hrcschool.org/Staff/Vacancies/](http://www.hrcschool.org/Staff/Vacancies/) will provide further details and an application form.

- Applicants should send to school
- A fully completed application form

A letter of application identifying how your knowledge, skills and experience meet the requirements of the Person Specification; and how you will contribute to making Hadlow Rural Community School an outstanding place of learning.

Letters should be addressed to the Headteacher and presented on no more than 2 sides of A4, font size 11. Please send this to: [HR@HRCSchool.org](mailto:HR@HRCSchool.org)

The deadline for applications is **9.00am, Friday 27th June 2025**

We would advise applying early for this role as interviews may take place prior to the closing date





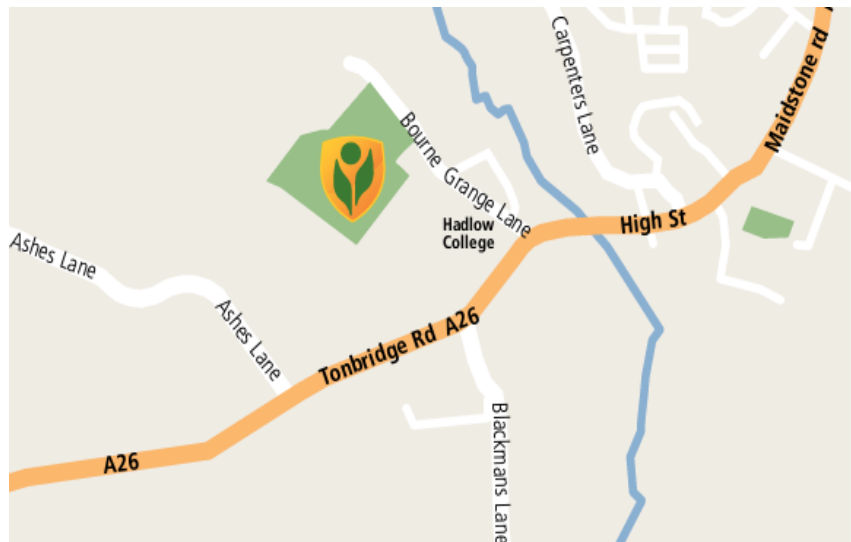
# Directions



Hadlow Rural Community School located within an idyllic 20-acre rural campus, situated in the historic village of Hadlow.

**Address:**

Hadlow Rural Community School  
Tonbridge Road  
Hadlow  
Tonbridge  
TN11 0AU

**Contact:**

01732 498120 or [contact@hrcschool.org](mailto:contact@hrcschool.org)

**Driving**

The school can be accessed via the A26 Tonbridge Rd, supporting access via the M26 and M20 from the North and the A21 and A228 from the South.

**Rail**

Mainline rail services can be accessed at Tonbridge and Maidstone mainline stations, with Taxi and Public Bus provision servicing the Hadlow campus.

**Public Bus**

The school maintains its own bus service (HRCS 1), covering Hadlow, East Peckham, Kings Hill and Snodland. Other public services are available between Tonbridge and Maidstone.