



BISHOP CHAVASSE  
Church of England Primary School



# Finance and HR Assistant Candidate Pack





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## Introduction

Dear Colleague

Thank you for your interest in the post of Finance & HR Assistant.

This is a fantastic opportunity to assist the School Business Manager with the school's finance & HR processes and procedures. Bishop Chavasse School is a two form entry primary school, in the heart of Tonbridge, and part of the Tenax Schools Trust.

The successful candidate will undertake core finance and HR processes and general administrative tasks to ensure the efficient and effective use of the school's resources. You will be a person of integrity, well organised, adaptable and be able to maintain confidentiality. You will be expected to display strong numeracy skills, attention to detail, ability to work to deadlines, and a good working knowledge of MS Office (especially Excel) and ideally finance and HR systems. Although not essential, it would be an advantage if you had previous finance and HR experience, ideally in the education sector.

The role is offered as 25 hours per week, term-time only plus 2 weeks during school holidays. The Trust is committed to flexible working and will always seek to accommodate the needs of employees, where possible agreeing alternative working arrangements.

### Salary and benefits

- Opportunity to play a vital and worthwhile role in helping us in our mission to achieve better outcomes for children and young people across the area
- Working as a valued member of a reputable and supportive team, for an organisation which respects its staff and has a strong Christian ethos
- Flexibility on working arrangements, with some possibility to work from home
- Term-time only, with only 2 weeks during school holidays, which can be worked flexibly
- 25 days annual leave plus Bank Holidays, pro-rata for term-time working, rising to 28 days pro-rata after 5 years' service
- A salary package which reflects the scale and responsibilities of the role
- Membership of the Local Government Pension Scheme and Kent Rewards scheme
- Access to continuing professional development

I hope that, having read the description of the role in this pack, you would like either to contact us for a further discussion or to submit an application. We very much look forward to hearing from you.

Yours faithfully

Donna Weeks  
Headteacher



## About the school

Bishop Chavasse Church of England Primary School opened in September 2017 as part of the Tenax Schools Trust. The school is a 4-11 Church of England two form entry primary free school located in and mainly serving South Tonbridge.

In April 2019 we moved into our brand new, state of the art school, which is equipped with high quality resources. In addition to classrooms and dedicated SEND spaces, the school has a fabulous, bespoke library, food technology room and will also have a designated Forest School area in addition to its large playground, MUGA court and spacious playing field.

Joining our school at its formative stage provides potential for ambitious candidates to grow quickly supported by the Founding Headteacher and a Trust dedicated to supporting and continually developing our staff through supportive partnerships with Trust schools.

Our vision is to create an outstanding Church of England primary school at the heart of local community where all pupils, regardless of background are offered an inspiring curriculum which enables them to master the knowledge and skills they need to achieve their full educational and personal potential. Our pupils are delightful and proud ambassadors of their school.

Our school currently provides a high quality education for Years R to Year 3 pupils this academic year, and we will welcome new Reception children each September until it reaches capacity in 2023.

Our Christian values prevail throughout our school. At Bishop Chavasse every member of the school community is encouraged to feel valued and respected, and for all persons to be treated fairly. We value diversity and the distinctive local character of our school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from Tenax's founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mindset that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery.
- We value our staff because exceptional learning requires exceptional teachers, supported by teams of highly capable support staff. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice.
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.
- The Trust aims to maintain and further enhance its reputation for excellence in all aspects of its work.

Our school motto is *"Fulfilling our potential, achieving excellence together"*. We chose it because our Christian vision is that each wonderfully created child needs firm foundations in a loving Christian environment to acquire knowledge, to build and to practise skills. From their own unique starting points, they are inspired to fulfil their potential, achieving excellence together.

For more detailed information, please see our website at [www.bishopchavasseschool.org.uk](http://www.bishopchavasseschool.org.uk)



## Role Description

### Finance & HR Assistant

<b>Job Title:</b>	Finance & HR Assistant
<b>Reports to:</b>	School Business Manager (and Headteacher)
<b>Remuneration:</b>	FTE £ 18,129 to £ 19,239 (equivalent to Kent Range 4) Local government pension scheme Access to Kent Rewards benefit scheme
<b>Working time:</b>	25 hours per week, term-time only (38 weeks) plus 2 weeks split across school holidays Working times to be mutually agreed Some flexibility may be required within working times, to meet demands of the school
<b>Place of Work:</b>	Bishop Chavasse Primary School, Tonbridge - with some flexibility to work from home

#### Job purpose

- Assisting the School Business Manager and Headteacher by undertaking core finance and HR processes and general administrative tasks to ensure the efficient and effective use of the school's resources

#### Key duties and responsibilities

- Undertaking a range of financial procedures, including placing orders, invoicing, preparation of Bacs payments, banking cash, issuing receipts and dealing with supplier issues
- Receiving and recording monies from pupils and parents / carers
- Producing a range of financial information and reports for the School Business Manager (SBM)
- Preparing invoicing for Wraparound and Enrichment Clubs and ensuring payment is made by parents
- Preparing Payroll data for monthly finance returns
- Processing forms and correspondence in relation to recruitment, absence management and other HR procedures
- Completing Disclosure and Barring Service and other pre-employment vetting checks.
- Providing administrative support to recruitment and processes, from pre-advertising to post-appointment, ensuring compliance with employment legislation, best practice and Safer Recruitment procedures
- Maintaining and updating the school's Single Central Register



- Promoting the safeguarding and wellbeing of all pupils and staff in our school community, in particular in relation to Human Resources processes

Individuals in this role may also undertake some or all of the following:

- Providing reception cover in the school office on a rotating basis
- Supporting Admissions Officer with seasonal returns
- Maintaining stocks and supplies, selling and distributing as required
- Supporting the School Business Manager with routine clerical tasks as and when required
- Undertaking other support duties such as dealing with correspondence, filing and word processing
- Processing travel and subsistence claims for staff

#### Other

- Perform other reasonable ad hoc duties as may be determined by the School Business Manager
- Partake in relevant training and development as required by the School Business Manager and Headteacher

This role description will be reviewed annually and may be subject to modification after consultation with the postholder. It is not intended to be a comprehensive statement but to set out the principal expectations of the Trust in relation to this role.



## Person Specification

### Finance & HR Assistant

This person specification is designed to enable potential applicants for this role to determine how fully they currently meet the requirements of the role. It will be used to shortlist applicants and as part of the selection process.

**It is not necessary to meet all points listed below in order to apply. We are very keen to hear from applicants who believe they are, in broad terms, a 'good fit' for the role as described.**

We are an organisation committed to developing all of our staff through Trust-wide mentoring and support arrangements. We will work with the new post holder to secure the most appropriate training and professional development opportunities.

#### **Qualifications and Experience**

- Good general education, and ideally with a finance or HR qualification
- Strong numeracy and literacy skills
- Good working knowledge of MS Office packages (especially Excel) and use of data/management information systems; with previous experience of Capita SIMS an advantage
- Financial and HR work experience, ideally in an academy or the education sector
- Good verbal and written communication skills
- Ability to be discreet and work with highly sensitive personal data – exercising caution and observing confidentiality at all times
- Capability to deal calmly, tactfully and effectively to a wide range of people
- Strong organisational skills and ability to prioritise workload to achieve deadlines
- Willingness to take on new challenges and opportunities in unknown territory
- Aptitude to work effectively independently and supportively as part of a team
- Sympathetic to the core aims of the school and its Church of England ethos

**Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people in our school communities. We expect all staff and volunteers to share this commitment. All posts will be subject to the necessary pre-employment checks including an Enhanced check with the Disclosure and Barring Service.**



## Before applying

Potential applicants who would appreciate an **informal and confidential discussion** with Pauline Barritt, School Business Manager, about the post should arrange an appointment by contacting the school on 01732 676040. In light of the current COVID-19 situation, we may not be in a position to arrange pre-application visits to the school, but may be able to arrange further conversations with the school or Trust personnel if this is helpful.

Such conversations are not part of the selection process for the role.

## Applications

Please send your completed application form to [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) by **midnight on Monday 14<sup>th</sup> December**. Please refer to the guidance notes for applicants.

## Shortlisted candidates

Short listing will take place on Tuesday 15<sup>th</sup> December after which the shortlisted candidates will be contacted. This will include a letter outlining the interview process. **Interviews will take place on Thursday 17<sup>th</sup> December 2020.**

Interviews may take place using a modified process, such as video conferencing, subject to COVID-19 restrictions as may be in place at the time.

## Offer of Employment

The successful candidate will be contacted by phone on **the evening of 17<sup>th</sup> December** and an offer of employment made subject to the satisfactory completion of all pre-employment checks.

## Guidance Notes for Applicants





## **Accessibility**

Please advise us as soon as possible if you require reasonable adjustments to enable you to participate in this recruitment process. This may include alternative arrangements at the application or interview stage. Please email [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) regarding such needs.

## **Application Form**

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Your personal statement should be not more than two sides of A4.

## **Referees**

We will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present post for less than three years, the Trust may wish to seek further supporting information from your previous employer(s).

## **Qualifications**

You will need to provide documentary evidence of your relevant qualifications (excluding GCSE, O and A levels) at your interview.



The Trust will ask to see the original certificate, and copies will be taken for your application.

### **Medical Information and Disclosure and Barring Service (DBS) Disclosure**

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

### **Eligibility to Work in the UK**

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Please note that applicants who use documents from a state which is part to the European Economic Agreement must apply to the EU Settled Status Scheme, and any appointment would be subject to Settled Status being granted. More information is available from <https://www.gov.uk/eusettledstatus>.