



FINANCE ASSISTANT

1 YEAR FIXED TERM CONTRACT

ASSOCIATE PAY SCALE –
TBC

TERM TIME ONLY: 41 WEEKS, 35 HOURS PER WEEK

SAFEGUARDING

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

WWW.HARLINGTONSCHOOL.CO.UK

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PINKWELL LANE, HAYES, MIDDLESEX, UB3 1PB



WELCOME FROM THE HEADTEACHER

Welcome prospective colleague, to quite possibly your next role and a life changing experience for both yourself and our students. Thank you for showing an interest in joining our team and working alongside us here at Harlington School. If successful you will be joining a dynamic, diverse and passionately committed team of highly professional staff. All of our staff place our students at the heart of everything we do.

Our vision is to enable each and every one within our School community to 'Be the BEST version of themselves'. Be it ourselves as staff or our students, we believe in being the best in ourselves so that we can bring positive solutions to make the world a better place. In an ever-changing world we aim to keep moving forward and to be part of the positive solutions...

We look after our staff here, using coaching and joint collaboration model for improving professional practice and pedagogy. Middle and senior leaders work hard to support staff with behaviour management to ensure you have the skills and support to teach without interruption. We see professional development for all associate and teaching staff as the foundations of our success. Whatever post you are applying for, you will be incredibly well supported in your professional development to become an outstanding practitioner. We are highly regarded by ITT providers for the quality of training that we offer to colleagues at the beginning of their careers, and for more experienced colleagues, professional development is a key priority; colleagues are frequently promoted after working with us. Associate staff are equally supported to develop their professional practice, with industry 'gold standard' accreditations, and we have a stable staffing with low annual turnover.

Harlington School has a responsibility for, and is committed to, safeguarding and promoting the welfare of students and young people, and ensuring that they are protected from harm. All positions are subject to an enhanced DBS check and we take pride in being an equal opportunities employer.

Harlington has undergone significant transformational change over the last few years coupled with significant improvement in progress outcomes and examination results. Anticipating moving into our new building in November 2023 (phase 1/2), we are a happy, successful and popular oversubscribed school, with waiting lists in every year group. Much of this has been due to the successful inclusive culture fostered over many years by the staff and students at Harlington.

Our teaching and student facing staff aim to deliver quality first teaching approaches that builds both the keys to successful academic outcomes alongside the stability and resilience to thrive as an independent successful contributing adult. Our associate staff work tirelessly to deliver a professional, outstanding quality of practice with the students at the heart of their work, understanding that regardless of role our priority always remains the safety, wellbeing and improving the life chances of our students. It is these common goals and the ability to see challenges as opportunities rather than barriers that enables our collective and unified response, built over many years of dedication to the students of our Harlington School community.

Where we support, coach and promote successfully from within, we are also in the position to recruit transformational staff who can support, build on and enable our continued growth and change. We look for individuals with the capacity and drive to succeed, see solutions rather than problems, and are glass half full individuals with the ability to recognise that regardless of role, our students are paramount and that they have solutions to enable a better tomorrow.

We work hard, but the rewards are immense. We aim to maintain a work life balance so that in protecting each other we enable us to be at our best professionally and committed in the time we are here. We have a supportive culture where staff wellbeing is augmented by our commitment in constant improvement to keep moving forward.

We welcome contact prior to application (email recruitment@harlingtonschoool.org) – please contact HR if you would like to see us in action, and we'll do our best. I would like to wish you every success in your future career, and look forward to receiving your application if you choose to apply for this position.

Yours sincerely,

Mr A DOnofrio
Headteacher



THE ROLE

FINANCE ASSISTANT

SALARY: Associate Pay Scale – TBC

HOURS: This is a term time only (includes five training days) plus 2 weeks, 1 Year fixed contract appointment. Full details of employment hours are contained in the contract, but the main working hours are 8am – 3pm, inclusive of a 20-minute lunch break. As this is a term time only position, holidays occur during the published holiday periods of the school.

ROLE:

It is an exciting time to join the team at Harlington School. With a new Headteacher in post since Summer 2022, a new building opened in Autumn 2023 and a new vision for the school, it is the perfect time to join our journey. Harlington is a happy, successful and oversubscribed school, where staff retention rates are excellent. We are a dynamic and passionate team of associate and teaching staff, who put the students in our Harlington family at the heart of everything we do. We employ colleagues who have a passion for working in a diverse, multicultural school.

LINE OF RESPONSIBILITY:

The Finance Assistant will be directly reporting to the Director of Finance & Operations.

THE FINANCE ASSISTANT:

- is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- shall uphold the school's policy in respect of child protection and safeguarding matters.
- shall be subject to all relevant statutory and institutional requirements.
- may be required to perform any other reasonable tasks after consultation.

CONDITIONS OF EMPLOYMENT

- The responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.
- Staff are required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Staff shall uphold the school's policy in respect of child protection and safeguarding matters.
- Staff shall be subject to all relevant statutory and institutional requirements.
- May be required to perform any other reasonable tasks after consultation.



KEY TASKS AND RESPONSIBILITIES:

FINANCIAL:

- To maintain filing systems, ensuring that records are suitable for audit.
- To assist the team with the production of financial reports for internal and Harlington use.
- Check all invoices against the appropriate financial authority and budgets to ensure that are accurate and within the designated mounts
- Ensure all invoices and payments are coded accurately and that all relevant supporting paperwork is completed.
- Process and maintain all data relating to School's accounts (including all private fund accounts) in accordance with the financial regulations.
- Bank payments - process payment batches for suppliers using bacs system
- Processing of Debit card payments
- Liaising with companies to obtain "best value" for items purchased and follow up of queries.
- Raise ad hoc payment to suppliers and parents
- Check and input purchase orders and by recording the details into the system within the agreed time scales.
- Check and input of Purchase ledger invoices, following schools internal control measures.
- Assist with other finance tasks, to include remittances to suppliers, filing.
- Assist in booking and log staff PPD training
- Responsible for accurate recording and maintenance of the School's finance databases.
- Responsible for running and analysing the Aged Creditor report.
- Set up and Maintenance of new Supplier accounts.
- Assist in the procedure of maintaining the prepayment register by capturing the prepayment invoices, allocate these invoices to the correct nominal codes and prepare copies for the year end audit folder.
- Supplier statements reconciliation.
- Prepare the weekly payment run by obtaining all the required authorisations for all invoices.

FIXED ASSETS:

- Ensure that all fixed assets are correctly processed in line with financial regulations and are auditable.
- Maintain the administration and upkeep of the Asset Register for the purpose of year end reporting
- Report monthly and provide a detailed schedule to DFO on asset movements.

PURCHASING AND CONTRACTS:

- To take responsibility for all financial transactions within the School, including purchase orders, invoicing, BACS payments and petty cash.
- To ensure receipt, safekeeping and banking of all money received by the School.
- To co-ordinate the purchase of goods and supplies, ensuring that the School obtains best possible value for money from suppliers and contractors.

STUDENT SERVICES:

- To assist with the collection of income; to include, school funds, trip income, lunch top up, lettings income, iPad income and gift aid claims, and any other student activities and forms of payment as identified.
- To assist with operation of our Parentmail system. Set up each new activity ready for payment. Check paperwork is correct. Post charges to trip account and cover costs via journals. Resolve parent queries and add new staff and students. Liaise with catering provider on all queries.
- Where cash and/or cheques are still used, to maintain an accurate record of income received, and banked, ensuring we adhere to the school's cash handling policy.
- To run and monitor reports and reconcile as appropriate.

CREDIT CONTROL

- Support Finance Officer in ensuring:
- payments are received in line with school policy.



- chase any late payers, record actions and follow up as necessary and pass on any concerns.

AUDITING:

- Support DFO with audits, taking the lead and responsibility for the areas within the role of finance assistant.
- Provide accounting information and schedules in connection with the production of the annual financial statements for Harlington School and respond to Auditors' queries on the same.

ADMINISTRATIVE:

- Undertake a range of clerical, financial and administrative tasks as required, for example, photocopying, word-processing, filing, collecting and recording payments.
- Support the DFO with administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines, including returns and reports.
- Collate information, statistics and prepare reports as required by her/his line manager, the DFO.
- Maintain records and filing systems in line with requirements.

GENERAL:

- Participate in Finance projects, with a particular focus on improving value for money.
- Performing tasks for the finance team including: answering telephone, opening post, printing invoices from email account.
- Demonstrate a keen interest in all aspects of school life.
- Commitment to individual continuous professional development, wanting to 'get better' by building on strengths but also recognising development areas and actively seeking to improve them.
- Any other reasonable duties as directed by the DFO.
- Attend relevant meetings and training sessions.
- Keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

REVIEW OF THE JOB DESCRIPTION

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the DFO.
- This job description will be reviewed and updated as required, in consultation with the post-holder and the DFO.
- Person Responsible: DFO



APPLY:

Applications are to be made electronically using the school application form available on the website. All enquiries and applications via email only to: recruitment@harlingtonschool.org. If you require any further information or wish to discuss this role in more detail please contact the Director of HR and Admin, Vanessa Chettiar via the recruitment email.

We are committed to safeguarding and promoting the welfare of children, and to equality of opportunity. Enhanced DBS clearance will be required. No agency enquiries. CVs alone will not be accepted.

CLOSING DATE: 2ND FEBRUARY 2024

INTERVIEW: TBC

shortlisting and interviews may take place before closing date for suitable candidates.

If you have not heard from us within two weeks after the closing date, please consider your application as unsuccessful.

SELECTION AND INTERVIEW PROCESS

APPOINTMENT PROCEDURE

The appointment procedure will be based on the following activities:

- Shortlisting based upon skills and experience that meet the person specification and job description
- Suitable references and safeguarding checks occurring prior to, during and after the interview process.
- Task
- HR Interview
- Interview panel if calibre of teaching and reflection is good, in line with the experience of the candidate.

Please note that we shall be following up references after shortlisting has taken place. Please ensure that you complete all sections of the application form. Gaps in employment history will be explored with you at interview, and we ask that you bring copies of your qualification certification with you – thank you.

REVIEW OF THE JOB DESCRIPTION

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher. This job description will be reviewed and updated as necessary in consultation with the post-holder and the Headteacher

Person Responsible: Headteacher.

CONDITIONS OF EMPLOYMENT

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.



PERSONAL SPECIFICATION

Personal and Interpersonal Qualities – all posts	Essential	Desirable
Be prepared to adopt and support the core values of Harlington School, in order to play your part in providing high quality education and support to our students and other staff colleagues	✓	
Understand, promote and uphold policies for safeguarding children and young people	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Excellent interpersonal and communication skills; a non – judgemental team player	✓	
Positive, 'can do' approach to tasks and workstreams	✓	
Calm and patient; emotionally resilient in challenging situations	✓	
Energetic, enthusiastic and good attendance and punctuality.	✓	
Professional in attitude, conduct and appearance – a role model to young people	✓	
Planned and organised approach to workload	✓	
Excellent written and verbal communication skills	✓	
Good ICT skills	✓	
Thinking laterally and open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	
Thinking laterally and open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	

Qualification Criteria	Essential	Desirable
Studied to a minimum standard of GCSE (grade A*–C/ 9-4) or equivalent, in English and mathematics.	✓	
Right to work in the UK.	✓	
Knowledge and Experience	Essential	Desirable
Experience of financial procedures, including, purchase ledger, accounts receivable and cash handling/security	✓	
Spreadsheet skills and experience of working with computerised financial systems	✓	
Understanding of educational sector ethos		✓
Experience of obtaining best value from suppliers	✓	
Skills and Abilities	Essential	Desirable
Excellent written and oral communication skills	✓	
Excellent numerical and financial skills	✓	
Highly computer literate, with particular skill in using Microsoft Office and financial databases (FSM, Parentmail)	✓	
Understands the importance of confidentiality and discretion	✓	
The ability to write clearly and concisely and to produce and maintain documents and systems	✓	
Effective team worker, able to make good judgements and lead when required	✓	
Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence	✓	
Approachable, flexible, calm and caring with a 'can-do' attitude	✓	
Adaptable, organised and able to work with minimal supervision	✓	
Acts as a role model to staff and students	✓	



Vision aligned with School's high aspirations and high expectations of self and others	✓	
Others	Essential	Desirable
Commitment to equality of opportunity and the safeguarding and welfare of all pupils	✓	
Willingness to undertake training	✓	
This post is subject to an enhanced Disclosure and Barring Service check.	✓	



SCHOOL BACKGROUND INFORMATION

Harlington School is a large school in the southernmost part of the London Borough of Hillingdon. After a period of very high student mobility, the school is now successful and oversubscribed.

We are a Foundation, mixed ability comprehensive school, with a small Specialist Resource Provision for children with Physical and Sensory Disabilities. The School has been in the top quintile nationally for FSME6, EAL and mobility for a number of years, but since 2016, we have moved nearer to the national average for deprivation, although we are still in the 4th quintile. Prior attainment on entry is below the national average in all year groups, but the number of highly able students is increasing year on year. Our staff and students are passionate, friendly and diverse, hailing from across the globe. More than 60 languages are spoken at the school, and we are renowned for our inclusive, supportive culture. Our admissions policy includes priority placement for the children of staff. Currently we employ approximately 162 staff, including teachers, associate staff and apprentices. We also host up to 20 Beginner Teachers every year, from a number of ITT providers including the Hillingdon SCITT, a number of universities and we also train colleagues from Teach First.

The school has a number of links with other schools, and external accreditations. We are an IQM Flagship School, an ArtsMark Gold School and are pleased to be in receipt of the Schools' Wellbeing Award. In September 2018 we were featured in the Parliamentary Review:

<https://www.theparliamentaryreview.co.uk/organisations/harlington-school>

In our most recent OfSTED Section 8 inspection in April 2018, the school was judged as continuing to be Good.

<https://reports.ofsted.gov.uk/provider/23/102451>

NEW TO THE TEACHING PROFESSION?

Your training and development needs are fully supported in your ECT years and beyond. We have a full time professional tutor in addition to your faculty mentor, to guide and support you and there is a weekly ECT training programme in addition to other professional development programmes. Loadings are reduced, and we give you a classroom that is located near to more experienced staff in the faculty. Wherever possible we look at not only the number of periods you teach but also the number of classes that you are responsible for, in your first year.

We actively promote collaborative and reflective practice, and support colleagues who are new to the profession in developing positive relationships and effective behaviour management strategies, as well as developing effective techniques to reduce workload. We know that the first couple of years in the profession are hard work as you develop your craft, and we encourage you to share in your successes, but also not be afraid to ask for help if you need it.

We offer the opportunity of paid employment for the last three weeks of the summer term prior to September contracts commencement.

TEACHING STAFF: LEARNING, ASSESSMENT AND PROFESSIONAL DEVELOPMENT

Teaching is good at Harlington as a result of a whole school commitment to continual discussion and improvement of the teaching craft. We have reduced teacher loadings for many teachers to create a weekly Joint Planning Time for subject areas during the school day, and we have used our training day provision to create regular Teacher Development meeting slots after school. We have a Teaching Team comprising of Lead Practitioners and a Professional Tutor who are highly regarded for their support and CPD programmes for all staff. Staff who are relatively new to the profession are given time, energy and care to support their training. We very rarely ask teachers to teach outside of their specialism, and we are investing heavily in developing a trust based, coaching model. As a result, teaching quality has further strengthened since OfSTED judged it to be good in 2015, and this was reconfirmed in the recent 2018 Section 8 visit. We are highly regarded by Teach First and a number of universities, who place large numbers of Beginner Teachers on placement with us. Staff are encouraged and supported to gain additional qualifications, and we currently have staff undertaking National Professional teaching accreditations, as well as Lead Practitioner and Masters' Degrees. There are 'step up' programmes for emerging middle and senior leaders, and coaching opportunities for the Middle and Senior Leadership



Team. Preparation for Headship is established, with 4 colleagues either undergoing or have completed NPQH, the 'Head for a Day' Programme.

We are developing our virtual learning platform, migrating to Microsoft Teams this year for student communications, remote learning and pedagogy to provide a wider range of curriculum resources to students. We are actively moving away from 'marking' to 'feedback', and developing best practice in moderating students' work when evaluating progress.

ASSOCIATE STAFF: ETHOS, VALUES AND PROFESSIONAL DEVELOPMENT

Associate staff are expected to be committed to supporting and educating young people, whether or not their job involves working directly with the students. Everything that we do is to provide a high quality educational experience for our students. Associate staff are encouraged to develop their own professional development and have equal access to the staff development budget. We are currently supporting entry level and higher level apprenticeships in finance and learning support, and we have a great track record in supporting staff into teacher training from a learning support assistant background. Industry accreditations such as CLEAPPS and HAS training is also encouraged and supported.

HOW TO FIND US

Harlington School is situated at the southern end of the London Borough of Hillingdon, near the M4 and Heathrow Airport. We have good access to London to our east by road, rail and underground. There is also easy access to the countryside of Berkshire, Buckinghamshire and Hertfordshire via the M4 and M25.

BY BUS

U4 Uxbridge – Prologis Park via Hayes & Harlington Station.

BY RAIL

Hayes & Harlington Station from Paddington, Ealing, Reading and Slough.

BY CAR

Exit M4 Junction 4, following signs towards Hayes.

If you wish to use your Sat Nav to find us, use postcode UB3 1PB. Please park in the car park accessed from Dudley Place.

