



The
Burgate

School & Sixth Form

Recruitment Pack

Finance and Admin Assistant

Registered in England and Wales Register Company Number: 07596997

Key Information

Role: Finance and Admin Assistant

Required for: January 2025

23.5 hours a week, Monday to Friday/46.50 weeks a year

There is some flexibility as to the days and hours worked for the right applicant which we would be happy to discuss further at interview.

Deadline for applications: 09:00 Tuesday 10 December 2024

You are strongly encouraged to contact us in advance to learn more about the specifics of this post. If you would like to have an informal chat, or a visit, please contact our Finance Manager, Jo Price

Salary: Scale 3 —Scale 4 (£24,790 - £27,269 FTE)

Salary is dependent on skills and experience.

Please note the salaries indicated are the full time equivalent.

You will need to consider that this role is for 46.50 weeks per year.

Contract: Permanent/Part-Time

Headteacher: David Pover

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,
Hampshire, SP6 1EZ

Tel: 01425 652039 Fax: 01425 656625

Email: burgate@burgate.hants.sch.uk

Website: www.theburgate.com



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Finance and Admin Assistant at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover
Headteacher

The Role

We are looking for an organised, efficient and proactive Finance and Admin Assistant to join our busy and friendly admin team supporting the smooth running of the school's finance office.

In this varied position, you will be assisting with the day to day functions of the finance department and interacting with a wide range of school staff. You will also be supporting our Data and Software Administrator and Logistics Manager with some functions of their roles.

What we are looking for:

It is important you have good interpersonal and organisational skills with the ability to communicate at all levels. Experience of working in a similar role would be an advantage but not essential as full training will be give.

You will also:

- have good literacy and numeracy skills
- have excellent IT skills
- have an eye for detail and accuracy
- be able to work independently or as part of a team
- Be able to multi-task in a fast-paced environment

If you are a team player with a flexible approach and a positive, can-do attitude, we would be delighted to hear from you.

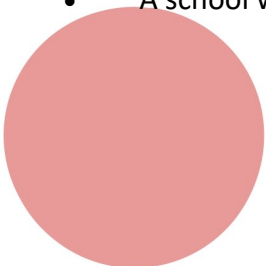
Why work for us?

Working at The Burgate School and Sixth Form is stimulating, challenging and fun. Life here is always varied, never dull and infinitely interesting because of our enthusiastic students, who really enjoy being at school.

With our term time contracts, we offer an excellent work life balance, a commitment to training and development and a friendly and supportive working environment. To find out more about us, visit our website <https://www.theburgate.com/> to get a flavour of our school.

You will also benefit from:

- A supportive school community with friendly colleagues.
- A commitment to professional development to support your individual career.
- Access to the Local Government Pension Scheme.
- Free onsite parking.
- Cycle to Work Scheme.
- Child Care Voucher Scheme.
- A school with fantastic grounds on the edge of the New Forest.



How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Support Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using the school's Support Staff application form, completed forms should be emailed to Miss Sarah Hewett, HR Manager/Headteacher's PA, at: shewett@burgate.hants.sch.uk. All applications should be received by the published deadline. For safer recruitment reasons, only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented. If relevant to the role, evidence of all academic and professional qualifications disclosed on your application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.



References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

General Information for Applicants

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2023 continued to be very strong with 79% of students achieving both English and Mathematics at Grade 4+ and 56% achieving Grade 5+. Our most recent published Progress 8 value added score was in line with the national average and once again places The Burgate as one of the very best performing schools in Hampshire and nationally. Our A level results are consistently very good with 72% of our grades between A*- C

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

Job Description

Finance and Admin Assistant

Impact Statement: to assist the Finance Manager with the day to day functions of the finance department, recognising and respecting at all times, the confidential nature of information which passes through the Finance Office.

Level of responsibility: N/A

Line Manager: Finance Manager

CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

KEY RESPONSIBILITIES:

Support with:

- Processing of official school orders in accordance with the Academies Trust Handbook
- Processing of invoices for payment in accordance with the Academies Trust Handbook
- Processing of cheques & BACS runs in accordance with the Academies Trust Handbook
- Recording of school income
- Monitoring trip costs and invoice payments for trips and visits (with Finance Manager)
- Producing and sending general invoices for the school (with Finance Manager)
- Maintaining records of the Academy's Petty Cash Float in accordance with the Academies Finance Policy (with Finance Manager).
- Preparing cost centre reports for budget holders on a half-termly basis (with Finance Manager)
- Checking the accuracy & validity of invoices received from suppliers
- Recording of cash/cheques received re: school fund
- Inputting salary details (with Finance Manager)
- Data tasks and online systems (with Data and Software Administrator)
- Aspects of school logistics and Management Information Systems (with Logistics Manager)

You may also be asked to carry out any other duties reasonably requested by the Leadership Team

Desired Skills/Knowledge and Abilities

Sensitivity and understanding/ Flexibility/Ability to work well within a team/Ability to maintain confidentiality



Role: Person Specification for Finance and Admin Assistant

Safeguarding	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures	X	
Qualifications	Essential	Desirable
Good level of education to at least GCSE standards or equivalent in Maths and English	X	
Finance Qualification		X
Knowledge and Experience	Essential	Desirable
Excellent IT skills including all main Microsoft applications—Word, Excel etc	X	
Awareness of the importance of confidentiality and data protection	X	
Knowledge of and experience of using a recognised financial management system		X
Skills and Abilities		
Excellent organisation skills	X	
Excellent written and oral communication skills	X	
Ability to communicate effectively	X	
Ability to prioritise work	X	
Ability to meet deadlines	X	
Ability to manage own workload	X	
Attention to detail	X	
Personal Qualities	Essential	Desirable
Proactive approach	X	
Have a good record of punctuality and attendance	X	
Calm, patience and an appreciation of a sense of humour	X	
Team Player	X	
Flexible attitude	X	
A positive and optimistic outlook	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
Commitment to equal opportunity	X	
Essential Competences	Essential	Desirable
High level of confidentiality, honesty and integrity	X	
Well-honed interpersonal skills	X	
Smart appearance	X	