



## **Key Information Sheet for Finance Assistant at The Sandon School**

This sheet sets out the key information for any candidates applying for a position at The Sandon School. Please read this information carefully and retain this sheet for reference during the application process.

### **Application process:**

Applicants must complete the application form and submit it to the school by no later than the closing date advertised. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

### **Selection process:**

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to:

1. A face to face interview with the selection panel

### **Shortlisted candidates:**

Applicants who have been shortlisted for the post will be notified by telephone.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

### **Further information and school visits:**

Applicants who require further information or would like to visit the school should contact Mrs J Hampton on 01245 241141 or [jhm@sandon.essex.sch.uk](mailto:jhm@sandon.essex.sch.uk)

## **Key Information for candidates regarding terms and conditions**

### **Part Time Appointment**

**Hours per week: 32 Hours per week**

**Initial working pattern: Monday – Thursday 8am to 3pm, Friday 8am to 2:30pm**

**Working weeks per year: 39 (term time plus Insets)**

Pro- rated holiday entitlement (includes public holidays) for this post is:5.3 weeks

The successful candidate will work during each week of term time including non-pupil days.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

### **Pay**

This post is paid on Pay Band 3 point 17 to 21 . The full time pay range for this Band is £18,672 to £20,541 per year and so the actual salary range for this part-time post will be £13,720 to £15,094 per year). These figures include the holiday pay entitlement for someone with less than 5 years' service.

Employees are paid monthly in twelve equal months per year.

### **Probation**

All individuals new to employment with The Sandon School will be required to satisfactorily complete a six month probationary period.

## **FINANCE / LETTINGS ADMINISTRATOR**

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RESPONSIBLE TO: Finance Manager

RESPONSIBLE FOR: To provide financial assistance and support to the school and assist with the day-to-day running of the department.  
To organise and administer orders and the Lettings arrangements for hirers.

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### **DUTIES:**

#### **The School**

- Supporting the Headteacher in promoting and maintaining the work and good order of the school.
- Assisting the Finance Manager in the management of finance and resources within the school.
- Coordinate the Lettings arrangements for hirers.

#### **Financial Services Responsibilities**

- To assist in the management of the school's accounting function, ensuring its efficient operation according to agreed procedures and regulations.
- To handle all day-to-day financial transactions such as raising of orders and invoices, payment of invoices, preparing cheques for signatures, etc.
- Procurement of materials, equipment and services as required, having regard to value for money and ensuring that the most competitive prices are obtained for the school.
- To be responsible for the security of all cheque books and pre-printed stationery.
- To be responsible for the prompt collection of monies due to the school and banking intact all cash and cheques received on a weekly basis.
- To be responsible for the day to day management of the school's private funds, ensuring that an accurate record of all transactions is kept.
- To be responsible for filing, security and retrieval and the back-up of financial records.
- To be responsible for the security and monthly reconciliation of petty cash.
- To assist with the organisation and arrangement of educational visits and matters relating to the school minibus.
- To assist with the maintenance of records relating to the acquisition of assets.
- To coordinate the lettings arrangements and out-of-hours facilities usage
- To undertake any other duties under the reasonable direction of the Headteacher

**In all the above to have regard to the whole school policies**



## The Sandon School

### Finance Assistant Person Specification

It is likely that the successful candidate will satisfy the following specification:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Good general level of education</li></ul>	<ul style="list-style-type: none"><li>• Relevant finance/accounting qualifications</li></ul>
Previous experience	<ul style="list-style-type: none"><li>• Finance/accounting experience</li><li>• Working to targets and deadlines</li></ul>	<ul style="list-style-type: none"><li>• Recent and relevant training</li></ul>
Professional competence	<ul style="list-style-type: none"><li>• Precision and attention to detail</li><li>• Good keyboard skills</li><li>• Effective oral and written communication skills</li><li>• Able to prioritise own work effectively</li></ul>	<ul style="list-style-type: none"><li>• Takes responsibility for own development</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• Approachable</li><li>• Maintain confidentiality</li><li>• A good administrator</li><li>• Good health</li><li>• Ability to work well individually and as part of a team</li><li>• A willingness to engage in all aspects of school life</li></ul>	<ul style="list-style-type: none"><li>• Strong commitment to education beyond the classroom</li></ul>