

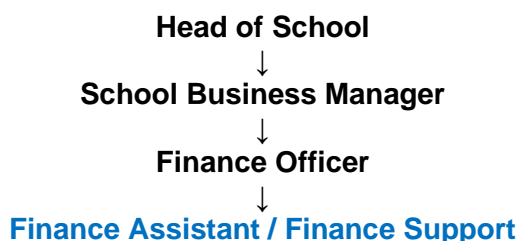
Job Description: Finance Support

Fixed Term Maternity Cover

The contract is for a maximum of one year or until the end of the maternity leave - whichever is sooner

Location: King's Academy Easthampstead Park (KAEP)	Department: Finance
<p>Pay Grade: KGA05-6 to 9 (starting on KGA05-6 incrementing each April)</p> <p>£16,456 actual salary including London Weighting and Holiday Entitlement (FTE £26,358 / £13.66 per hour)</p> <p>27.5 hours per week, Monday to Friday, term time only</p> <p><i>Your core hours will be 10am to 4pm</i> <i>Although most work will be during these hours some flexibility may be required which you would manage within your working week in agreement with your Line Manager.</i></p>	<p>Required from 3rd September 2025 for the duration of the Maternity Cover</p>

Designation of Post and Position within the Departmental Structure



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the school's vision and values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

Job Purpose

Under the direction/instruction of the School Business Manager (SBM) to provide routine general clerical/administrative support to the Finance & Personnel Team. Day to day work is guided by the Finance Assistant.

The job description identifies the main responsibilities attached to your post but is not an exhaustive list of duties which may be directed provided they are within the scope of the grade. This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school may require.

All post holders are expected to support the school's vision, values and beliefs, familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

Main Duties and Responsibilities

Finance Support

- To assist with all administration associated with trips and visits, including initial research, bookings, set up and monitoring of payments.
- Be the first point of contact for students visiting the department for issues associated with Cashless Catering (e.g., school meal balances and finger imaging) and ParentPay queries.
- Be available at break and lunch times for all student-focused queries for the Finance Department.
- Communicate with parents as required via letter, SchoolComms, email or verbally.
- ParentPay administration including the issue of activation letters, the publishing of trips and School Shop items available for purchase and the reconciliation associated with them.
- Administer locker allocation resolving issues as they arise such as a combination reset etc.
- Enter all details to the Risk Assessment system used for trips, ensuring the staff member has contributed to enable the Headteacher or School Business Manager to approve.
- To collate all medical and contact information gathered for trip paperwork.
- Ensure all paperwork and information required by the Trip Leader is available.
- Initiate letters required in association with the above and distribute.
- Assist with the management of the school minibus including ensuring bookings do not clash, the bus maintenance forms are checked and any actions required are communicated to the relevant person and that the bus is ready for the next use.
- Assist the Finance Officer with the collection and cash up of monies and undertake routine financial administration if requested.

General Administration

- In support of the IT Network Manager and Site, ensure on behalf of the SBM that the school's inventory of assets is accurate, updated and maintained if requested.
- Provide administrative assistance to the School Business Manager and Finance Officer as required.
- Undertake clerical support tasks e.g., photocopying, scanning, filing etc as needed.
- Support of Reception / Copy Centre as required.
- Maintain manual and computerised record/information systems, including input and collation of information for the MIS (i.e., relating to the new year 7 intake).
- Maintain pupil / staff records and filing systems if directed to do so in support of the SBM and Personnel Officer.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality, GDPR and data protection, reporting any concerns to the appropriate person.
- Actively support the school's equal opportunities policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- Such other duties as may from time to time be necessary, compatible with the nature of the post.

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Support and embrace the aims, values, mission and ethos of both King's Academy Eastthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child

KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy
Easthampstead Park

Person Specification: Finance Support

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> NVQ level 2 or equivalent in relevant field. Maths and English at GCSE Grade C/5 or above (or equivalent). Good spoken and written English. 	
Competence Summary: Knowledge, abilities, skills, experience	<ul style="list-style-type: none"> Experience of general administrative work in a small team setting. Knowledge of office administration packages and their application and use within a professional office environment: <ul style="list-style-type: none"> Word or Google docs Excel or Google sheets PowerPoint or slide share Email and calendar Good understanding of and the ability to use relevant IT equipment Able to understand and follow administrative / finance procedures and follow instructions. Able to work with IT based finance systems. Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone. Able to prioritise own workload and work to possible competing deadlines. Able to work on own initiative and constructively as part of team. Good personal communication skills. Convey high professional standards and a strong sense of personal fulfilment and achievement. 	<ul style="list-style-type: none"> Credit Control / finance experience. Experience of working in a school/learning environment.
Work-related Personal Requirements	<ul style="list-style-type: none"> Ability to communicate with students, parents/carers and staff. Professional, tactful and sensitive. Discreet and confidential. Ability to work on own initiative and within a team to meet deadlines and organise workload in a pressurised environment. Flexible with working hours. Enjoy working with young people. Ability to maintain strict confidentiality of information received and processed as part of the job role. 	
Other Work Requirements	<ul style="list-style-type: none"> Participate in training and development opportunities Suitability to work with children. 	<ul style="list-style-type: none"> A full, clean UK driving licence.

Safeguarding and Child Protection requirements	<p>A satisfactory enhanced DBS check which will be conducted by us if you are appointed.</p> <p>You are to have read and understood at least Part One and Appendix A of the DfE Statutory Guidance "Keeping Children Safe in Education" (KCSIE). This is available on the school website under information/policies. You will be asked to sign to confirm that you have during your CP induction.</p>
	<p>You will be expected to complete the seven online courses listed below within a month of your start date (resources to be provided upon appointment):</p> <ul style="list-style-type: none"> ● Child Protection in Education 11-18 years ● The Prevent Duty ● Equality and Diversity ● Raising Awareness of Peer-on-Peer Abuse ● Female Genital Mutilation Awareness ● Sexual Violence and Harassment between Children and Young People ● A Practical Guide to the GDPR for Education <p>There is also a questionnaire on Educare on the KCSIE guidance to complete which requires a 100% pass.</p>