



Recruitment Pack March 2019

A primary and nursery school for children aged 3 to 11. Aiming for excellence in the education and development of young children from the Forest Hill and Sydenham areas.



Administration Officer (Finance)



Kelvin Grove

London

SE26 6BB

020 8699 6300

@KG_Sydenham



Kelvin Grove Primary School

Kelvin Grove, Sydenham, London SE26 6BB

Tel: 020 8699 6300

admin@kelvingrove.lewisham.sch.uk

www.kelvingrove.lewisham.sch.uk



@KG_Sydenham

Friday 1st March 2019

Dear Applicant,

Re: Administration Officer (Finance) Vacancy; Ref:KG119

Thank you for your interest in the above vacancy. We are a popular, oversubscribed and highly inclusive school in Sydenham that develops pupils with a real love of learning. Standards are improving year on year and we have a reputation for excellence in music, sport and diverse extra-curricular activities.

We seek to recruit a highly professional and organised administration officer, with finance and school experience, to join our business management team. The successful candidate will support the school business manager in maintaining the school's accounting systems, you must possess:

- *Excellent IT skills (particularly MS Excel) and analytical skills*
- *Excellent communication and interpersonal skills*
- *Strong problem solving skills*
- *The ability to work as part of a team in a busy school office*

You will be required to work 2 days per week (14 hrs), Thursdays and Fridays, term time only (39 weeks per year) from 8.30am - 4.30pm. You will be paid at Scale 5, SCP 23-25 which is currently £25,233 – £26,659 per annum (FTE). *NB: The full time equivalent (FTE) salary stated above will be reduced by the application of a 'pro rata' calculation to allow for term time only and part time working.*

For further information, please see the job description and person specification enclosed and click on the links below:

- [Application Form](#)
- [OfSTED Report](#)
- [Working for Lewisham Council and how to apply](#)

The closing date for the above vacancy is **Monday 18th March 2019** and your completed application must be emailed to Suzanne Deadman (School Business Manager) on:

recruitment@kelvingrove.lewisham.sch.uk by 12 noon. Interviews will take place week commencing **Monday 25th March 2019**. All candidates will be required to complete an enhanced DBS disclosure.

If you require any further information regarding this post; please contact Suzanne Deadman on: sdeadman@kelvingrove.lewisham.sch.uk. I look forward to receiving your completed application form.

Yours faithfully

Ian Hyde
Headteacher



Headteacher: Ian Hyde
Deputy Headteachers: Tara Magee and Kris Clark



Kelvin Grove Primary School

Kelvin Grove, London SE26 6BB

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email: admin@kelvingrove.lewisham.sch.uk

JOB DESCRIPTION

Designation: Administration Officer (finance)

Grade: Scale 5, SCP23-25

Reports to: Headteacher/School Business Manager

MAIN PURPOSE OF THE JOB

Under the guidance of senior staff: be responsible for undertaking administrative, financial and organisational processes within the school. Assist with the planning and development of support services.

TASKS

ORGANISATION

- To cover reception during busy periods, lunch breaks or in the absence of the receptionist
- To answer the telephone/make telephone calls throughout the day
- To respond to requests via email, telephone or in person in a timely manner
- To greet visitors and receive deliveries
- To escort late arriving KS1 pupils direct to class
- To collect pupils from class during the school day to attend appointments etc.
- To cover ClubXtra reception pick-ups from 3:30 pm to 4:30 pm in the absence of the co-ordinator

FINANCE AND ADMINISTRATION

- To review and update financial systems in line with changes in the financial procedures
- To ensure orders have been entered onto FMS under the relevant budget heading
- To check that goods have been received
- To ensure that all invoices are correct and posted to the relevant budget heading
- To process invoices on the schools FMS system within the legal time frame
- To calculate and assign VAT amounts where applicable
- To create a weekly BACs run
- To send remittance advices to suppliers
- To deal with financial queries in a timely manner and troubleshoot to find resolutions
- To ensure that the evidence of all financial transactions is stored in a transparent system and available for inspection upon request
- To administer and reconcile the transactions on the school credit cards
- To administer and reconcile the school's petty cash
- To pay charitable trust invoices
- To pay school fund invoices
- To manage school fund monitoring and report to the school business manager
- To manage the school fund reconciliation
- To prepare the school fund accounts for audit and deliver to the auditor
- To liaise with the PTA treasurer to process transactions from the Charitable Trust

- To check cash prepared for banking by other staff members
- To send invoices to debtors and ensure payment, sending reminders periodically.
- To order consumables for clubs and hospitality

COMMUNICATION

- To contribute to whole school communication initiatives
- To encourage and remind others of the methods the school uses to communicate information
- To convey information to stakeholders using electronic, visual and oral communication methods in both informal and formal situations
- To convey information clearly and accurately, in the most appropriate format; and explain complex or detailed specialist information
- To liaise with others both inside and outside the school ensuring that information is passed on promptly to colleagues

TEAM WORKING AND MOTIVATION

- To take a full and active role as a member of the school business management team
- To encourage, support and motivate other members of the team
- To contribute to the development of the school business management team during times of change

SERVICE DELIVERY

- To provide help and assistance of a high standard to pupils, parents, staff and visitors
- To react to requests for information or advice, actively promoting the services of the school to others, setting and showing the high standards of the school business management team

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate and in line with GDPR legislation
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop as set out in the school's Equal Opportunities framework
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding

convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.



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PERSON SPECIFICATION

Designation: Administration Officer (Finance)

Grade: Scale 5, SCP23-25

Reports to: Headteacher/School Business Manager

EXPERIENCE (Essential Requirements)

- Experience of development, management and operation of administrative and financial systems

QUALIFICATIONS/TRAINING (Essential Requirements)

- Relevant qualification or experience in financial administration
- Excellent numeracy/literacy skills

KNOWLEDGE/SKILLS (Essential Requirements)

- Ability to use initiative appropriately and work with limited supervision
- Effective use of ICT and other specialist equipment/resources
- Detailed knowledge of relevant financial policies and codes of practice
- Experience of financial administration and budgeting in the public sector
- Outstanding organisation and interpersonal skills
- Ability to prioritise own workload
- Ability to relate well to children and adults
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to organise, supervise and motivate staff
- Ability to review office and financial systems
- Effective team working and negotiation skills

CIRCUMSTANCES

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application if recruited to this post.

EQUAL OPPORTUNITIES

Understanding of and commitment to the Council's/School's equal opportunities policies.

PHYSICAL

Generally must meet London Borough of Lewisham requirements for the post.



Kelvin Grove Primary School Support Staff Application Form

Please complete in black ink or type
(This document is available in additional formats, e.g. braille or large print on request)

Completed Application Forms are to be returned directly to the School.

Post for which you are applying

Ref number

Where did you see the post advertised? (ie name of website, newspaper etc)

Personal details

Title	First name	Surname
Any former name(s)		
Home address	Home phone no	
	Mobile phone no	
	Email address	
Postcode		

Current or most recent employment

Job title		
Start date	Leaving date (if applicable)	Notice required
Current salary	Grade (if applicable)	
Employers name		
Employers address	Work phone no	
Duties and responsibilities		
Reason for leaving (if applicable)		
Are you able to take up employment in the UK with no current immigrations restrictions?		

Employment history

Please start with the most recent after that shown under current or most recent employment on page 1. You must account for all paid/unpaid/voluntary employment since leaving full time education explaining any breaks.

Please photocopy and attach additional pages if necessary providing the same information outlined below.

Start date	Leaving date
Employers name and type of business	
Employers address	
Position held	Salary on leaving
Duties and responsibilities	
Reason for leaving	

Start date	Leaving date
Employers name and type of business	
Employers address	
Position held	Salary on leaving
Duties and responsibilities	
Reason for leaving	

Start date	Leaving date
Employers name and type of business	
Employers address	
Position held	Salary on leaving
Duties and responsibilities	
Reason for leaving	

Health

Please note that if offered a post you will be required to complete a medical questionnaire and may be asked to attend a medical examination

Education

Please state qualifications gained.
(If you are appointed we will need to see your original professional qualification certificates)

Schools, Colleges, Universities or Institute of Further Education attended (including part-time)	Date From	Date To	Qualifications gained including subjects, grades or results expected, details of awarding body and date of award

Any other relevant qualifications or records of achievement (e.g. courses attended), including membership and status of any relevant Professional or Technical Associations

General experience and further information

(Please photocopy and attach additional sheets if necessary, making sure you number them clearly)

Please use this section to tell us how you feel you meet the requirements of the Person Specification.
Give as much information as necessary to demonstrate the abilities, skills, experience and knowledge you have gained.
This could include voluntary work, leisure interests and any other activities that you consider relevant to this position.

If you are a disabled person but are unable to meet some of the job requirements, specifically because of your disability, please address this clearly in this section. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. This could include reasonable adjustments to equipment, premises or job duties.

General experience and further information (Continued)

Additional information

We are able to make provision for people with special needs. Such adjustments may include arranging a signer or changing location of the interview if access to an upper floor office is not possible. Is there any special help which you may require for interview or throughout the application process?

☐

Yes

☐

No

If yes, what help would you like?

Have you a clean/full driving licence?*

☐

Yes

☐

No

Type of licence:

** The enclosed details will say whether a driving licence is needed for this post*

Have you previously been employed by London Borough of Lewisham

☐

Yes

☐

No

Have you ever received a redundancy payment or enhanced retirement benefit from any organisation?

☐

Yes

☐

No

If yes please state from which organisation (s) and date(s) of payment:

Do you require a Certificate of Sponsorship (work permit)?

☐

Yes

☐

No

Please indicate any dates on which you will not be available for interviews:

References

External applicants: When considering which referees to include, please make sure that at least 3 years of your most recent experience is covered. Please also ensure that one of your referees is your current Line Manager or your most recent line manager if you are not in paid employment at the moment. If you are a School, College or University leaver one of your referees should be your Headteacher or Tutor.

Please note that we reserve the right to approach any of your previous employers for a reference.

Internal Applicants: Please give the name and contact details of your current line manager.

1) Name:

Position Held:

Organisation:

Address:

Telephone No:

Ext:

Email address:

How do you know this person? (e.g. as your line manager, other colleague, tutor, headteacher, friend etc)

Are you in any way related to any of your referees other than professionally? YES / NO (please delete as necessary)

2) Name:

Position Held:

Organisation:

Address:

Telephone No:

Ext:

Email address:

How do you know this person? (e.g. as your line manager, other colleague, tutor, headteacher, friend etc)

Are you in any way related to any of your referees other than professionally? YES / NO (please delete as necessary)

Declaration

I hereby declare * that to the best of my knowledge, I am not a spouse, partner, child or relative of an existing member or employee of the Council, nor do I have a close personal or business or potential business relationship with any such person.

Signed:

Date:

**If you are unable to make the declaration, you should strike it out and state in the space below any relationship of the nature referred to.*

Please indicate if someone assisted you to complete this form YES / NO (please delete as necessary)

I certify that the information provided is correct and agree that it should form part of the basis of my engagement. I authorise the London Borough of Lewisham to check the information that I have supplied. I understand that falsification of qualification or information may lead to withdrawal of an offer of employment or dismissal without notice.

Our stringent pre employment checks reflect our commitment to protecting our service users. By signing this application form, you are giving the London Borough of Lewisham permission to approach any of your former employers for a reference for the purposes of checking your work history.

Signed:

Date:

Data Protection Act 1998

The personal information supplied by you on this application form and in any accompanying documents will be used by Lewisham Council and any other appointed agent, for the purpose of appointment to the post applied for and to allow monitoring the fairness of the recruitment and selection process.

Furthermore, the information may be used to consider a complaint regarding the selection process and/or defend Lewisham Council against any legal action undertaken associated with the fairness of the selection process by any interested parties.

It is also important to stress that certain information you supply will be used for verification purposes and we may need to contact third parties to confirm facts contained within the application.

Where you have been successfully appointed this information will be retained for the period you are employed and a subsequent 7 years in standard cases, 25 subsequent years where you have been employed to work with children and vulnerable persons and 40 years if you will come into contact with Asbestos as part of your duties.

However, if you are unsuccessful your information will be retained for 12 months after the appointment to post.

I have read and understood the above statement and consent to the personal data submitted with this application form being used for the purposes described. The authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

For further information on how Lewisham Council uses personal information please contact dpa@lewisham.gov.uk

Signed:

Date:

Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

Personnel monitoring information

Lewisham Council has an equal opportunities policy and is keen to ensure that it is working efficiently. The information you provide in this section will be used for statistical monitoring only and is not part of the interview selection process.

(Please tick the appropriate box)

Gender, Age and Date of Birth:

<input type="checkbox"/>	Female
<input type="checkbox"/>	Male

Age:

Date of birth:

Ethnic Origin: How would you define your ethnic origin. (2001 Census categories)

White

<input type="checkbox"/>	British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Turkish/Turkish Cypriot
<input type="checkbox"/>	Any other white background

Mixed

<input type="checkbox"/>	White and Black Caribbean
<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	White and Asian
<input type="checkbox"/>	Any other mixed background

Asian or Asian British

<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Tamil
<input type="checkbox"/>	Any other Asian background

Black or Black British

<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	African
<input type="checkbox"/>	Any other black background

Chinese or other ethnic group

<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Vietnamese
<input type="checkbox"/>	Any other ethnic group

Decline to state

<input type="checkbox"/>

Sexual Orientation: How would you define your sexual orientation.

Bisexual	<input type="checkbox"/>
Gay	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>
Decline to state	<input type="checkbox"/>

Religion/Belief: What is your religious belief.

Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Other	<input type="checkbox"/>	Decline to state	<input type="checkbox"/>

Do you consider yourself disabled?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Decline to state
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(Note: the Disability Discrimination Act says that this would be "a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activities")

Examples of Disabilities – the following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question

Hearing, speech or visual impairments

(if you wear glasses or contact lenses this is not normally considered a disability)

Co-ordination, dexterity or mobility

(eg polio, spinal cord injury, back problems, repetitive strain injury)

Mental health

(eg schizophrenia, depression, severe phobias)

Speech Impairment

(eg stammering)

Learning Disabilities

(eg Down's Syndrome)

Other physical or medical conditions

(eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia, etc)

REHABILITATION OF OFFENDERS ACT 1974

This page will be kept separate from the rest of your application form – it will not be sent to the selection panel.

Only complete this section of the form if the post for which you are applying is subject to a Criminal Records Bureau (CRB) check.
(this will be indicated in the advert and job details)

Name

Post Applied for

Ref No

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are regarded as “spent” under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Convictions within the Armed Services, outside the UK or disciplinary action by certain professional bodies must also be included. Any information given will be completely confidential and will be considered only in relation to posts to which the Order applies.

CRIMINAL CONVICTION

Do you have any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions against you, including any convictions which are regarded as “spent” under the above Act?

Yes

☐

No

☐

Signed:

Date:

Any details you provide will be treated in the strictest confidence and will not automatically exclude you from being considered for this or any other vacancy (see our policy on Rehabilitation of Offenders on the Lewisham Council website). The nature of the offence, how long ago it took place, your age at the time and any other relevant factors may be considered when a decision is made. Please note that some convictions are never considered “spent” under the terms of the Act.

For more information on spent convictions visit <http://publish.lawontheweb.co.uk/rehabact.htm>

If you are invited for interview, you will be asked to provide details of any criminal convictions, cautions, reprimands, final warnings, police enquiries or pending prosecutions (whether spent or not). Once you receive your interview letter, could you send details in an envelope with your name and the post for which you are applying on the back of the envelope and mark it “PRIVATE AND CONFIDENTIAL ADDRESSEE ONLY” to the Headteacher of the recruiting School.

If the selection panel agree to appoint you to the post, the envelope will be forwarded, unopened, to a nominated DBS counter signatory officer who will recommend to Lewisham’s DBS Panel whether or not your appointment can proceed. This decision will depend on the nature of the conviction and the post applied for. If you are not selected for appointment, the envelope will be destroyed in a secure way.

