



KING JAMES'S SCHOOL  
KNARESBOROUGH

# Candidate Information



# Note from the Headteacher

Thank you for your interest in working at King James's School.

I would say at the outset that this is a very rewarding school in which to work.

Many job adverts specify what they demand from the candidate. We have plenty of skills and qualities that we are looking for but we also have a lot to offer to prospective candidates. First and foremost the students here are great to work with. It is a comprehensive school and our students reflect the full range that you would find in any area, but by and large the classes are filled with well-motivated students willing to learn and to contribute to their school community. The local community is very supportive of the school, the catchment area is well defined and we have excellent relationships with the local parents who choose to send their children here. We fill up each year with pressure for places from beyond our catchment area. Knaresborough and North Yorkshire isn't just a great place to teach, it's a great place to live.

The extra-curricular life of the school is rich, most staff who work here make the most of it; there really is a vibrancy here that is difficult to match. We have a committed staff (teaching and non-teaching) who go the extra mile. Almost without exception, teachers go above and beyond the core delivery of lessons to enhance the enrichment opportunities for the students.

The ethos here is one of the strengths. Even though we have a charter going back to 1616 we are a very forward facing school with an open and friendly ethos. We are highly inclusive and we have a strong reputation for delivering outstanding care and outcomes for students with SEND alongside an enviable output to top university courses from our high-performing A level students. Our A level results place us in the top 20% of providers nationally consistently, year on year.

We are demanding of our staff, teaching and associate staff. We believe that our community deserves an outstanding school and we strive to be outward facing, never resting on our laurels and always seeking further improvement. We expect students and staff to embrace challenge and to see resilience and hard work as the route to success. At the same time we have a very strong commitment to the development and training of all staff, teaching and non-teaching. This is a school in which the opportunities for your personal development are rich.

Thank you for considering King James's School.

**Carl Sugden**  
Headteacher



KING JAMES'S SCHOOL  
KNARESBOROUGH

# School Finance Apprentice

## Immediate start

### 37 hours per week. Full year

## NYCC Grade E: £19,698 - £20,493 per year

(NYCC Grade F: £20,493 - £22,627 on qualifying)

### 'Earn as you Learn' and achieve your CIMA qualification

King James's School is pleased to offer an exciting opportunity to 'Earn as you Learn' whilst working towards a nationally recognised Chartered Institute of Management Accountants (CIMA) qualification. This role is suitable for candidates with 3x strong A'Levels or a Degree level qualification.

Located in the market town of Knaresborough, we are currently looking to hire an enthusiastic, ambitious candidate to work in the heart of our vibrant, modern school as part of our highly supportive Business Services team.

**As our School Finance Apprentice you will have the benefit of:**

- becoming an employed member of staff at King James's School
- being paid a competitive salary whilst working towards a professional CIMA qualification
- gaining experience whilst learning, giving you an added advantage once you have completed your course!
- support from your personal Apprenticeship Assessor, who will help collate your evidence towards the apprenticeship standard
- you will receive day release for CIMA workshops to meet the requirements of your course
- off the job training will be supported to expand your skills and knowledge
- becoming a CIMA professional!

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. This position is subject to an enhanced DBS check and approved references.

Completed applications must be submitted via email to:

[recruitment@king-james.n-yorks.sch.uk](mailto:recruitment@king-james.n-yorks.sch.uk)

by: **Monday 21st February 2022, 08.00am.**

*Please note that CVs will not be accepted.*



# Information on the Finance Team

We are looking to recruit a person to join the Finance team which lies at the heart of King James's School. The team aims to provide a professional front line Finance function that services the whole school and focuses on quality and accuracy, whilst collaborating closely with the Director of Business Services to ensure compliance and delivery of the three year budget.

The Department currently comprises a Finance Manager, Senior Finance Assistant and a Purchase Order Administrator with additional support from the wider Business Services Team and is under the leadership of the Director of Business Services. As part of the Federation between King James's School and Boroughbridge High School there is also some cross-site working with the Finance team at Boroughbridge.

The team ensures the school complies with the terms of agreements of loans and grants whilst providing a full range of finance, administrative and budget management support to budget holders and Senior Leaders across the Federation. This means the team will generate financial returns including VAT and lease with auditors and expert guidance when required.

The team provide advice and guidance on the interpretation of financial data and produce and present reports as required whilst supporting budgeting and staffing financial management plan.

The software packages we currently use are Sage, RM Finance, Parent Pay, Parent Mail and Cunningham's Cashless Catering. Budgeting is completed with BPS software and Excel.

The Finance service relies on the effort, dedication and accuracy of its team members in supporting the whole school in a timely fashion. The team anticipates the needs of those they serve, offers proactive and flexible solutions in a busy working environment, and replies to requests for information in a timely manner.

The team is committed to excellence in everything they do. If you want a rewarding job in a great environment, and are prepared to work responsively and flexibly to meet the ever changing needs of our school for the benefit of our students, this is the role for you

# How to Apply

Please complete the King James's School non-teaching application form.

Please use the section "Experience & Qualities relevant to the Post" on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Your completed application form must be submitted via email to [recruitment@king-james.n-yorks.sch.uk](mailto:recruitment@king-james.n-yorks.sch.uk)

and be received by **Monday 21st February 2022, 08.00am.**

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

KING JAMES'S SCHOOL, KNARESBOROUGH

**JOB DESCRIPTION**

*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan*

To provide an efficient and accurate Finance Services.

**SCHOOL FINANCE APPRENTICE**

<i>Line Manager:</i>	Finance Manager
<i>Responsible to:</i>	Finance Manager Director of Business Services
<i>Team Leader to:</i>	Not Applicable

<i>Salary NYCC Grade:</i>	<b>Grade E</b> (working towards Grade F)
<i>Full Time/Part Time:</i>	<b>Full-time</b>
<i>Hours:</i>	<b>37 hours</b> <b>plus, 30 min unpaid break</b>
<i>Full Year/Term Time Only:</i>	<b>Full Year</b>

**Professional Responsibilities**

**ALL ASSOCIATE STAFF**

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager



**North Yorkshire County Council**  
**Children & Young People's Service**

**King James's School, Knaresborough**

**JOB DESCRIPTION**

<b>POST:</b>	SCHOOL FINANCE APPRENTICE
<b>GRADE:</b>	E ( <i>F on award of CIMA qualification</i> )
<b>RESPONSIBLE TO:</b>	Finance Manager / Director of Business Services
<b>STAFF MANAGED:</b>	None
<b>POST REF:</b>	<b>JOB FAMILY: 3</b>
<b>JOB PURPOSE:</b>	<p>The School Finance Apprentice will support the Finance Manager in ensuring efficiency of the finance function within the School through effective management of the financial resources and by achieving best value.</p> <p>The Senior Finance Assistant will provide an efficient and effective service characterised by clear, accurate work, meeting deadlines, successful task completion, confidentiality, and the ability to work using their own initiative.</p>
<b>JOB CONTEXT:</b>	<p>The post holder is required to work with the finances of the School(s), highlighting any problems to the Finance Manager and/or Director of Business Services and providing advice following analysis of financial data to enable the Headteacher and Governing body to make effective resource deployment decisions.</p> <p>This role is office based.</p> <p>Enhanced DBS clearance required</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• Support the Finance Manager in the day to day operations of the department and provide guidance for other finance staff</li> <li>• Assist the Finance Manager in the general administration of day to day financial transactions</li> <li>• Operate defined financial procedures in accordance with statutory guidelines, financial regulations, policy and practice</li> <li>• Provide financial payment reports to colleagues</li> <li>• Assist the Finance Manager and event organisers with income and expenditure details</li> <li>• Support the Finance Manager with the monitoring of cash flow and bank accounts, including assistance with management of the currency account</li> <li>• Support the Finance Manager in the reconciliation of accounts and bank account in line with requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all relevant NYCC CYPS finance paperwork is completed and return by deadlines</li> <li>• Input budget information into appropriate systems and with this produce regular budget monitoring reports, i.e. Sage</li> <li>• Produce financial reports for the Director of Business Services, detailing issues and recommendations</li> <li>• Assist the Finance Manager / Director of Business Services with planning the budget based on the previous year, current financial environment and future spending plans</li> <li>• Provide a range of financial and budgetary alternatives as requested, ensuring that these do not exceed overall budgetary allocation</li> <li>• Compile statistics and monthly/annual returns, checking and analysing these returns and raising any queries</li> <li>• Complete all Year End close down paperwork by the required deadlines</li> <li>• Prepare for Audit inspections and make subsequent recommendations to the Director of Business Services</li> <li>• Work with the Finance Manager/Director of Business Services on financial benchmarking, comparative statistical analysis and run an annual check</li> <li>• Empty cash from the Re-Val machines in the Chef's absence and carry out subsequent reconciliation/cashiering/banking</li> <li>• Reconcile and prepare weekly income sheets and banking for collection by security company</li> <li>• Produce Income and Expenditure audits on behalf of trip leaders</li> <li>• Administer school trip finance, for events, residential trips, overseas and day trips</li> <li>• Prepare and monitor BHS charges and payments to ensure nominal is clear</li> <li>• Input staff meal allowances on catering systems/monitor balances and report overdrafts and anomalies</li> <li>• Take a lead role in the management of monthly petty cash reconciliation of all bank accounts</li> <li>• Take a lead role in monthly Euros reconciliation</li> <li>• Receive reception calls when callers are unable to reach the Receptionist</li> <li>• Support the administering of premises insurance claims</li> <li>• Undertake other reasonable duties (with competence and experience) as required, in accordance with the changing needs of the School and its partners</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicate effectively with staff, LA staff, Governors, pupils, parents, suppliers/contractors and software providers</li> <li>• Provide advice and guidance to the Director of Business Services on the interpretation of the finance data to enable them to make effective resource deployment decisions</li> <li>• Advise other staff on financial procedures</li> </ul>
Partnership Working	<ul style="list-style-type: none"> <li>• Work with LA staff to ensure compliance with financial procedures and regulations</li> </ul>
Resource Management	<ul style="list-style-type: none"> <li>• Take a lead role in the counting and banking of school monies and issuing of relevant receipts</li> <li>• Generate a monthly budget monitoring report and analyse this feeding back to relevant parties on the current financial status and bring any problems to their attention</li> <li>• Support procurement procedures in relation to goods and services, ensuring that the principles of 'best value' are applied</li> <li>• Take a lead role in the invoicing, collection and banking of all income to the School</li> <li>• Assist in management of the process for paying suppliers, including reconciliation of orders, coding of invoices, inputting of payments and highlighting anomalies to budget holders</li> </ul>



	<ul style="list-style-type: none"> <li>• Advise and guide the work of more junior finance staff as required</li> <li>• Attend staff meetings and training days</li> <li>• Oversee the cashless catering software system and related income</li> <li>• Co-ordinate Pupil Premium financial arrangements – liaise as appropriate with staff and parents including payment reminders</li> <li>• Assist in the management of the online parental payment system (Parent Pay) – liaise with trip leaders and admin to ensure that details are correct</li> <li>• Enter trip and payment information onto Parent Pay and ensure that the correct pupils are selected</li> <li>• Communicate with parents, pupils and staff, including payment reminders</li> <li>• Produce invoices to external agencies for lettings, supply costs, catering and subsequent debtor control</li> <li>• Input monthly internal charges for catering, reprographics, IT sales and minibus use</li> <li>• Sell consumable items available to pupils and parents</li> <li>• Assist in the management of payments, and produce payment reports for student lockers</li> </ul>
Safeguarding	Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with, by knowing who to report your concerns to
Systems and Information	<ul style="list-style-type: none"> <li>• Assist in the management of an organised and effective filing and record system ensuring that this is auditable if required</li> <li>• Maintain the School's financial system's</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person</li> </ul>
Data Protection	Comply with the King James's School's (KJS) and County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health & Safety Policy and procedures
Equalities	<p>KJS aims to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities: Ensure services are delivered in accordance with the aims of the equality Policy Statement</p> <p>Develop own and team members understanding of equality issues</p>
Flexibility	KJS provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<p>KJS requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</p> <p>KJS requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</p>
Date of Issue:	March 2019

## PERSON SPECIFICATION

### JOB TITLE: School Finance Apprentice (Grade E-F)

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of finances, including producing and managing reports</li> <li>• Knowledge of accounting and financial procedures</li> <li>• Knowledge of administrative systems and IT packages, including Microsoft Office (in particular Excel)</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a finance role including experience of monitoring budgets</li> <li>• Experience of using databases</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of financial profiling</li> <li>• Experience of internal auditing</li> <li>• Managing financial accounts using financial systems</li> <li>• Experience of working with spreadsheets</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to manage an organised and effective record system</li> <li>• Analytical and problem solving skills</li> <li>• Budget Management skills</li> <li>• ICT skills</li> <li>• Ability to use a keyboard with speed and accuracy</li> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational and time management skills</li> <li>• Ability to work as part of a team</li> <li>• Good interpersonal skills</li> <li>• Confidentiality</li> <li>• Ability to work without close supervision</li> <li>• Ability to present information in a logical, clear and concise format and communicate this effectively both verbally and in writing</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• 3x strong A' level qualifications</li> <li>• Willingness to undertake/continue to work towards a CIMA qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level qualification</li> </ul>
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> <li>• To be committed to the school's policies and ethos</li> <li>• To be committed to Continual Professional Development</li> <li>• Willingness to attend governing body meetings in the evening, as required</li> </ul>	
<p><b>Equal Opportunities</b> To assist in ensuring that NYCC's equalities policies are considered within the School's working practices in terms of both employment and service delivery</p>	