

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

Dear Candidate

Many thanks for your interest in St Hilda's and the post of Finance and Payroll Officer.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity, equality and diversity'. Students helped to choose our 6th value of diversity. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 5 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie, William Roscoe and Levi Tafari on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. In 2023 SIAMS Keeping On Track report highlighted 'The school's Christian vision and associated values are at the heart of this church school. The inclusivity and celebration of the diversity of the school's community ensure that all feel welcome and valued as unique children of God.' We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as Finance and Payroll Officer who champions all of our students, challenges where necessary and celebrates at every opportunity. You will support and develop the people in your team, ensuring all opportunities are taken to lead and share excellent practice. Your vision to support St Hilda's to the next level is paramount.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Michelle Phillips/Jacqueline Draper by email should you wish to arrange a visit

recruitment@st-hildas.co.uk



Mrs Jo Code, Headteacher

I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special **Finance and Payroll Officer** whose vision can take the department to the next level.

Thank you for your time,

A handwritten signature in purple ink that reads "Jo Code". The signature is written in a cursive, flowing style.

St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1065 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone.

Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.



Senior Leadership Team

Jo Code, Headteacher

Vision and values, curriculum, data, SEP, SIP, admissions, monitoring and tracking, QA systems policies.

Karen Kearns, School Business Manager

Strategic Finance, Premises; Maintenance, Development and staffing, Health & Safety, School Calendar, Service Contracts and performance, Catering, Lettings.

Roy Bellmon, Deputy Headteacher

St Hilda's College, IT strategy, Admissions and Appeals, Worship, SIAMS.

Suzanne Harrison, Deputy Headteacher

Behaviour and Inclusion. Deputy DSL, Inclusion, SEND, Attendance, Director of STEM.

John Martin, Assistant Headteacher

Deputy DSL, Behaviour support, Student Welfare, House System, Rewards and celebration, Friends of St Hilda's, parent engagement, transition.

Liz Cowdell, Assistant Headteacher

Quality of Education, Curriculum, Teaching and Learning. Exams & Assessments KS4, CPD.

Andrea Howard, Assistant Headteacher

Head of College, Teaching and Learning KS5, Data, ARR, Examinations and Options.

Lisa Franks, Executive SENDCo

SENCo, SEND, Looked after Children Champion, Vaccinations.

Carina Bird, Assistant Headteacher

Academic Catch-up and Lead T&L Team, Summer School. Quality of Education, PP Champions.

Conor Merrick, Associate Assistant Headteacher

Head of English, Literacy and Reading Intervention.

Ben Norton, Associate Assistant Headteacher

Early Careers and Appraisals. ECF Lead, ITT Lead.

Nancy Martin - Associate Assistant Headteacher

Head of Christian Distinctiveness & RE.



Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



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Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

St Hilda's CE High School

Croxth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: info@st-hildas.co.uk

I: www.st-hildas.co.uk

Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.



ST HILDA'S
CE HIGH SCHOOL

Finance and Payroll Officer

Working time:	Part time, 20 hours per week, Term Time Only plus 5 days and 3 Inset Days
Grade:	NJC Scale 5 - SCP 12-17 £27,711 - £30,060 FTE Actual salary £14,091 - £15,286
Disclosure level:	Post is subject to a current enhanced disclosure
Reporting to:	School Business Manager
Working with:	School Business Manager, Finance, Admin & Reception

PURPOSE OF POST

To be responsible for and to process and input financial and payroll related data adhering to procedural compliance. To work with the School Business Manager to ensure financial and payroll procedures are followed and operational processes are implemented that achieve efficiency and best value for the school.

REPORTING TO

School Business Manager

MAIN DUTIES AND RESPONSIBILITIES

- Process and check weekly and monthly payroll information.
- Enter new starters, leavers, permanent changes and variable overtime and expense payments.
- Deal with employee salary and payroll queries.
- To liaise, as appropriate, with the HR Department and payroll provider for the purpose of collating required payroll information.
- Any other payroll duties as required by the school.
- To enter monthly journals and financial transactions into the school finance systems.
- To assist with the collection and banking of all monies.
- To assist with checking and processing of all invoices.

- Produce the weekly payment run.
- Maintain filing records to audit standard for finance and payroll information.
- Assist with the updating of the Equipment Register as required.
- Raise sales invoices for the letting of school premises and other adhoc income and monitor and chase debt accordingly.
- To maintain monthly spreadsheets detailing income and expenditure.
- To ensure that all month end procedures are completed on a timely basis.
- To administer the bursary and maintain accurate records in accordance with the bursary policy.
- To provide financial information as required by the Head teacher or Business Manager.

GENERAL

- To be willing to be trained as, and to be one of the School's many, First Aid Officers.
- Any other duties deemed reasonable, as directed by the Headteacher and School Business Manager.
- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all Staff should at all times be supportive of School policies for the Students.

In your letter of application, please *demonstrate* how you meet these criteria.

Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualification requirements

	Essential	Desirable	Source
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2	E		A
Hold or be studying towards a finance related qualification	E		A
Further professional development relevant to the post or a willingness to attend relevant training		D	A/I

[B] Experience

	Essential	Desirable	Source
Previous experience working within a school or other educational setting		D	A
Experience of working in a similar role		D	A
Working in a financial environment	E		A
Planning own workload to meet deadline	E		A
Developing and administering procedures and systems	E		A

[C] Knowledge/Skills/Understanding

	Essential	Desirable	Source
Proficiency in Microsoft Excel and Word	E		A/I
Good written and oral communication skills	E		A/I
Good organisational skills	E		A/I
Good time management	E		A/I
Basic understanding of payroll and accounting principles	E		A/I
Working knowledge of computerised finance systems and controls		D	A/I
To understand safeguarding procedures and referral points	E		A/I/R

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Ability to work as part of a team	E		I
Be proactive in undertaking further professional development	E		A/I
Outstanding communicator	E		A/I
Outstanding interpersonal skills	E		A/I
Ability to work effectively under pressure to meet deadlines/manage time	E		A/I
ICT literate	E		A/I
Commitment to the school Christian values and vision	E		A/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

(Source: A=Application (form+letter); I=Interview; R=Reference)

[F] Application Form and Supporting Statement

The supporting statement should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

How to apply and the Selection Process

Application Window: 9th December 2024 to 9am 6th January 2025.

Applications should be sent to: recruitment@st-hildas.co.uk

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates.

Shortlisting: 6th January 2025

Formal interview at the school: 10th January 2025

