

# The Role



## CRANFORD SCHOOL

Cranford School invites applications for an outstanding and detail-orientated Finance Officer with effect from September 2024.

The Finance Team provides effective and compliant delivery of all financial processes and procedures in the school, playing a key role in the control and regulation of Junior and Senior School finances. The department's customers include parents of pupils, suppliers and staff. The position will report to the Director of Finance and work closely with the Finance and Payroll Assistant. The successful candidate will join a friendly, supportive, and ambitious team and enjoy working in a school committed to delivering exceptional teaching and learning. Applicants must be willing to commit to the boarder life of the school and will be expected to undertake additional duties to support our thriving school community.

Cranford School is located 5 miles from the historic market town of Wallingford, less than thirty minutes from the picturesque town of Henley-upon-Thames and within a short commuting distance from Oxford and Reading.

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## **Further Information**

Please visit our website <https://www.cranfordschool.co.uk/information/career-vacancies> for further information including an Application Pack and Application Form.

For more information, to discuss the role, or any aspect of working at Cranford School, please contact Human Resources on 01491 651218.

## **Application**

To apply for this role, please email a completed [Application Form](#) to [recruitment@cranfordschool.co.uk](mailto:recruitment@cranfordschool.co.uk) or post to HR Department, Cranford School, Moulsoford, Wallingford, Oxfordshire OX10 9HT. Cranford School will only accept copies of a curriculum vitae alongside a fully completed application form. A curriculum vitae on its own will not be accepted.

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<b>Finance Officer</b>	
<b>Job Description</b>	
<b>Role:</b>	Finance Officer
<b>Accountable to:</b>	Director of Finance
<b>Job Purpose:</b>	Taking responsibility for the processing of purchase invoices and expenses, the posting of transactions and the preparation of fee invoices and the collection of fees.
<b>Responsible for:</b>	The Purchase Ledger and Fee Ledger and the daily management of the Accounts and Fees inbox. Supporting the Bursary Application process. Providing support to other members of the department and wider school as required.
<b>Accountabilities</b>	
<b>Key Responsibilities</b>	
<b>Purchase Ledger</b>	<ul style="list-style-type: none"> <li>● Assigning invoices to budget holders for approval.</li> <li>● The review of approved invoices.</li> <li>● Posting of expenses and ad hoc purchases onto the purchase ledger.</li> <li>● Reconciling supplier statements and resolving any differences.</li> <li>● Assisting with the preparation of the BACS run, allocating payments against invoices, reconciliation of supplier statements.</li> <li>● Liaising with key members of staff to resolve issues and assist with queries.</li> </ul>
<b>Fee/Billing Ledger</b>	<ul style="list-style-type: none"> <li>● Preparation of termly billing and raising parent invoices.</li> <li>● Responding to parental queries relating to fees.</li> <li>● Processing leavers and returning deposits.</li> <li>● Informing Admissions of the receipt of Registration Fees and Deposits.</li> </ul>
<b>Bursary Applications</b>	<ul style="list-style-type: none"> <li>● Working closely with the Director of Finance and the Admissions Team to agree bursary timelines.</li> <li>● Managing the communication to families seeking bursaries, ensuring they have the required information to submit to Bursary Administration ahead of agreed deadlines.</li> <li>● Keeping accurate records of bursary applications and decisions relating to processed applications.</li> </ul>

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<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Responsibility for maintaining the data in PASS, for the purposes of billing.</li> <li>• Managing Petty cash</li> <li>• Cash book entry</li> <li>• Bank statement reconciliation</li> <li>• Budget entry</li> <li>• Maintenance of nominal ledger</li> <li>• Assisting with cashflow</li> <li>• Support with the administration of pupils' insurance schemes.</li> <li>• Support with the Financial Auditing process.</li> </ul>
<p><b>Events</b></p>	<ul style="list-style-type: none"> <li>• To attend key school events such as Saturday Open Mornings (one in October and one in November) and other events as required.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• To support other support staff as needed during busy periods or in the day to day running of the school as required. Other reasonable duties as requested by the Head.</li> </ul>
<p><b>General requirements – All school staff are expected to:-</b></p>	<ul style="list-style-type: none"> <li>• Work towards and supporting the school vision and the current School objectives outlined in the School Development Plan.</li> <li>• Support and contribute to the School's responsibility for safeguarding students.</li> <li>• Work within the School's H&amp;S and First Aid policies to ensure a safe working environment for staff, students and visitors.</li> <li>• Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.</li> <li>• Engage actively in the annual performance review process.</li> <li>• Adhere to policies as set out in staff handbook.</li> <li>• Undertake other reasonable duties related to the role as required from time to time.</li> </ul>
<p><b>Review and Amendment</b></p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

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## Accountabilities

### General requirements - All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Adhere to School policies and procedures.
- To undertake any other duties that may reasonably be requested.
- Help and cover for administrative colleagues including reception duty, as and when required.
- Actively seek to implement Cranford School's Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement Cranford School's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- Engage actively in the annual performance review process.
- The postholder's responsibility for safeguarding and promoting the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and always ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead.

### Review and Amendment:

- This job description reflects the present requirements of the post and as duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

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<b>Person Specification</b>	
<b>Skills Required</b>	
Previous experience in finance, ideally coupled with a professional accountancy qualification	
Experience in the use of MS Office (especially Excel and Word) and Management Information Systems, ideally PASS and SIMS.	
Experience in supporting the requirements of Auditors	
Ability to quickly assimilate the process of Fees Billing	
<b>Qualifications/Attainment</b>	
Professional Accountancy qualification	Desirable
Good honours degree.	Desirable
Experience in a School or college environment.	Desirable
<b>Attitude/approach</b>	
A positive attitude and approach to change and development.	Essential
A a 'can-do' attitude and a willingness to get involved.	Essential
Flexible and firm with the ability to know when to be either.	Essential
A sensitivity to the needs of young people.	Essential
Personal integrity, honesty, energy, stamina, enthusiasm.	Essential
A willingness to give generously of their time to support School events and activities.	Essential
Commitment to personal development and lifelong learning.	Essential

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## **Other benefits of working at Cranford School include:**

- A competitive salary
- A strong commitment to professional development and internal progression opportunities
- Membership of a Pension Scheme
- Fee remission for eligible children
- Complimentary lunch and break time refreshments during term time
- School Matron on site
- Use of our spacious School Library
- Use of our newly built gym
- A stunning working environment with beautifully landscaped grounds and a listed building
- Free on-site parking and situated within easy commuting distance of both Reading and Oxford, with quick links by rail from neighbouring Cholsey to Reading, Oxford and London
- A supportive community of highly motivated students and staff
- One wellbeing day per term which can be taken during term time.

## **Safeguarding**

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers, and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition, and overseas checks.

Online searches will be carried out on shortlisted candidates along with the requirement to complete a Self-Disclosure form.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. In order to assess a candidate's suitability to work with children, shortlisted applicants must declare all previous convictions and cautions via a self-disclosure form (prior to interview), including those which would normally be considered 'spent'. This excludes those received for an offence in the United Kingdom if it has been filtered in accordance with the [DBS filtering rules](#).

We are an equal opportunities employer and welcome applications from all sections of the community.

Please see our Safeguarding policy here: <https://www.cranfordschool.co.uk/information/policies>.

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## Benefits

Cranford School pupils are happy, confident and motivated, giving them the perfect foundation to aspire to achieve across all areas of our broad curriculum. The small class sizes, close community and committed staff clearly promote our ethos as a welcoming, family School.

## Our Aims

- To provide a welcoming and nurturing community, which offers a dynamic, opportunity-rich education, firmly based on traditional values and which draws out the natural potential of each child.
- To maintain an environment where pupils aspire to achieve excellent progress across all aspects of the curriculum.
- To ensure pupils are happy, confident and motivated and that their self-belief, characterised by curiosity, resilience and a spirit of collaboration, inspires them to achieve at each stage of their individual learning journey.
- To deliver teaching and learning at Cranford School that is imaginative, vibrant and challenging, meeting the needs of all learners through a differentiated approach, demanding high expectations and a shared accountability for all.
- To provide a broad and challenging curriculum which encompasses the traditional and the innovative, prioritises opportunities for enrichment and independent enquiry and establishes an enduring ethos for learning.

## Our Values

These aims are underpinned by the value system we use throughout the School. We have five core values:

- Happiness
- Confidence
- Motivation
- Challenge
- Generosity of Spirit

These values permeate all aspects of School life, from our teaching and learning, broad curriculum and strong pastoral care through to the respectful and supportive relationships pupils, staff and parents develop with each other.



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## Attitude/approach

- Possess a positive attitude and approach to learning.
- Possess a calm and professional manner.
- Possess a 'can-do' attitude and a willingness to get involved.
- Enjoy rising to the challenges inherent in a School environment.
- Sensitivity and understanding, to help build good relationships with pupils.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- A commitment to maintaining confidentiality at all times.
- A commitment to safeguarding pupil's wellbeing and equality.
- Resilient, positive, forward looking, and enthusiastic about making a difference.
- Capacity to inspire, motivate and challenge children and young people.

## General

Cranford School is an independent School and, as such, requires a high commitment from all staff, both in terms of energy levels and time commitment.

### A member of staff should:

- Be supportive of the spiritual and moral ethos of the School. This means complying with and upholding the School's ethos as found in our prospectus.
- Be supportive of the School's educational aims and objectives, found in the Whole School Development Plan, and of colleagues.
- Have the pupils' welfare at the heart of everything they do. Staff must follow the School's Child Protection Policy and refer to the Safe Recruitment, Supervision of Pupils and Health & Safety Policies. Staff must observe confidentiality as outlined in their contract of employment.
- Be flexible. As a small School, every member of staff must be prepared to undertake other duties within reason and help out in sometimes unexpected ways.
- Understand that they are part of the whole School and, therefore, have in mind the needs of the whole School, not just their section/department of the School.
- Understand that the School must run itself as a business concern which means that every member of staff is part of the marketing process.

STAFF  
RECRUITMENT

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## Interviews:

- Candidates invited to interview must bring with them three forms of original ID: passport, photocard driving licence and full birth certificate. Other acceptable forms of ID include a bank statement or utility bill issued within the last three months and/or a council tax statement issued with the last twelve months. At least one form of ID must show your current address. If these documents are unavailable, please contact HR who will be able to provide details of other acceptable official documents.
- Original qualification certificates must also be brought to interview.
- It is usual for an interview to involve a skills test where appropriate and a lesson observation in the case of Teachers.

## Conditional offer of employment

- All offers of employment for any position at Cranford School are subject to the following pre-employment checks:
- Receipt of two satisfactory references. All references will be validated by phone.
- Verification of identify (name, address, DOB).
- Verification of qualifications.
- Verification of professional status such as GTC registration, QTS Status (where required), NPQH
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- A Barred List check.
- A satisfactory enhanced check with the Disclosure and Barring Service. The candidate is responsible for bringing in the original DBS certificate for HR to see as soon as it is received prior to commencing work. Failure to do so will result in a delay to the start of the contract.
- A check that no Prohibition Orders exist (for qualifying posts).
- A Section 128 check to confirm the individual is not banned from the management or governance of an Independent School (for qualifying posts).
- A completed medical declaration that states that the candidate knows of no reason on the grounds of health why they are not fit to carry out the duties associated with their position.
- Overseas police check – if the individual has lived/worked abroad for 3 months or more in the last five years, a police check/letter of professional standing will be required from the country in which they were living will be required.
- Satisfactory completion of probationary period.
- Completion of Safeguarding Training.

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Under no circumstances should any individual start work at Cranford School until all these checks have been carried out and HR have confirmed by letter/email. In exceptional circumstances and at the discretion of the Headmaster, a candidate may start work before the DBS certificate has been received providing all other checks including a Barred List check are complete. A full risk assessment will be conducted and full supervision will be put in place.

## **Warning**

### **Where a candidate is found to be;**

- **on the Children's Barred List; or**
- **the Enhanced DBS disclosure shows they have been disqualified from working with children by a Court; or**
- **they have been found to have provided false information in, or in support of, their application; or**
- **they are the subject of serious expressions of concern as to their suitability to work with children**

**the facts will be reported to the Police, the Department for Education and the Independent Schools Association immediately.**