



# Emanuel School

## APPLICATION PACK



### FINANCE OFFICER

Emanuel School is a co-educational independent day school in Wandsworth, with over 900 pupils from age 10 to 18. Combining academic ambition with a broad programme of co-curricular activities, we pride ourselves on developing our pupils into high achieving young adults; people who will make a positive contribution to the wider world.

As a school, our aims are:

- Promoting independent thought and a lifelong curiosity for learning
- The pursuit of academic ambition
- Providing a broad-based education enabling all pupils to discover their strengths, develop their individual talents and prepare for higher education and adult life
- Providing supportive pastoral care that nurtures health and well-being, emotional maturity and spiritual richness
- Engendering respect, tolerance and understanding of the importance of caring for others and the environment



Dear applicant,

Thank you for downloading this information pack for the role of **Finance Officer** at Emanuel School. I hope that the information provided here will help you with your application, and give you a good flavour of our school. I am very proud of the educational offering at Emanuel, and hope that you will want to be part of our academic, sporting and creative achievement.

Our Finance Officer takes responsibility for all aspects of the nominal and purchase ledgers as well as being involved in the production of the quarterly management accounts and providing financial and administrative support. The right person for this role will have excellent bookkeeping skills, supported by professional accounting qualifications. With experience of accounting software packages, they will be highly computer literate. Importantly, they will work with the existing team to deliver a high standard of service for our school.

In this pack you will find:

- An introduction to Emanuel School
- Our commitment to safeguarding and the welfare of pupils
- Job description – Finance Officer
- Person specification – Finance Officer
- Information about recruitment at Emanuel School

In addition to this pack you should have received our application form and equal opportunities monitoring form. Please return both forms (along with a CV if you wish) to [recruitment@emanuel.org.uk](mailto:recruitment@emanuel.org.uk) by 12 noon on Friday 26<sup>th</sup> April 2019.

I hope that this pack gives you a good idea of the kind of school that you will be joining, if you are successful in your application for the Finance Officer role.

Yours faithfully

Robert Milne  
**Headmaster**

## AN INTRODUCTION TO EMANUEL SCHOOL

Emanuel School is a community of altruistic and aspirational young people and staff, showing kindness and respect to all, with a concern for pupil wellbeing at our core. We are an academically selective school offering a broad curriculum and an excellent preparation for life. Over 70% of pupils leave for higher education progression with places at Russell Group universities and Oxbridge. We also offer exceptional provision in the arts and sports, and every year students from Emanuel gain places at the top drama schools, music colleges and art colleges. Emanuel pupils are frequently selected to play in the National Youth Orchestra and to sing in the National Youth Choir. Our pupils win places at the top specialist art and drama colleges and go on to land major parts in the West End or in films and television.

Emanuel is a very popular school with far more pupils applying for places than we have spaces to offer. All staff at the school participate and take pride in our communications and the admissions process, helping the core team to reach out to, identify and select the diverse, talented and friendly pupils who join us each year.



Although our academic standards are rising, we believe that success comes in many different forms and seek out pupils with a talent in music, art, drama and sport. To this end we offer more scholarships in sport, art, music and drama than any other school in London, and this makes us unique. As a consequence, our art, music and drama departments are outstanding and we punch well above our weight in our four chosen major sports (netball, rugby, rowing and cricket). This gives us an exciting mix and gives Emanuel that distinctive “buzz” which many people notice when they come to visit us. We also have a sibling policy which encourages brothers and sisters to come to this school (about one third of the pupils here are siblings). Again this gives the school a very special, family feel.



As an independent school we are not obliged to follow the National Curriculum, although we tend to follow it fairly closely in most subjects. To ensure that our pupils are stimulated and extended, we aim to teach “beyond the syllabus”. We offer GCSEs, IGCSEs and A levels at Emanuel. We do not offer any vocational awards or the IB or the Pre U and have no plans to do so.

We ensure that, as well as the best possible qualifications, our pupils leave us equipped with the transferrable skills that they will need for the future which will enable them to work independently, organise themselves effectively, research, analyse, evaluate, communicate and debate. At Emanuel we are always striving to find new ways to deliver our educational programme. For example, we were one

of the first schools in the UK to introduce leadership training to all pupils in years 9, 10 and 11 and the lower sixth as an integral part of the curriculum. It focuses on personal awareness and growth, building effective relationships, motivation and developing leadership skills, all of which will give our pupils the confidence to contribute to the wider community. This is training for life.



We have excellent facilities for pupils and staff. As well as the main school site in Wandsworth, we have a boat house in Barnes and playing fields in Raynes Park to support our busy programme of activities. In sport our pupils regularly achieve distinction at county, regional, national and international level in netball, rugby, cricket and athletics. In rowing, one of our most popular sports, we have won the schools' Head of the River race eleven times. We have produced Oxford and Cambridge blues and over fifty international oarsmen and women.



Our co-curricular programme offers breadth and depth. We promote the Duke of Edinburgh's award, because it offers valuable training in self-reliance as well as fostering a spirit of service to others. There are regular rugby, netball and rowing tours, music tours, geography and history field trips all over the world and a foreign language exchange programme. Pupils have opportunities to explore the capital's museums, galleries, exhibitions and theatres, so conveniently on our doorstep. Our drama students take productions to the Edinburgh Festival. We challenge the organisation and leadership skills of our pupils – whether it is scheduling their work, mentoring other pupils, managing House activities or setting up and running a company in the vibrant Young Enterprise scheme.

The current gender balance for pupils is approximately equal. A recent survey showed that 70% of our pupils live within a 5-mile radius of the school. Our primary catchment area includes Battersea, Clapham, Wandsworth, Wimbledon, Putney, Fulham, Chelsea, Kensington and Westminster, with an increasing amount of pupils coming from further afield. Although this is a fee paying school, there are some pupils whose parents pay no fees at all due to our generous scholarship and bursaries fund (currently 17 students are on fully funded places) and 25% of pupils receive fee remissions of some type.

Our starting point at Emanuel is to create a happy, safe and caring community – a place where girls and boys can grow and thrive.

We are delighted to have so many talented pupils here as it makes Emanuel such an exciting and rewarding place to be.

## **SAFEGUARDING AND WELFARE OF PUPILS**

### **Overview**

Emanuel School is committed to safeguarding the welfare of children in our care. We seek to do this by providing a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of each pupil in the school, taking into account the child's age, characteristics and needs.



We are determined to take all reasonable measures to address concerns about pupil welfare and to ensure that risks of harm to children's welfare are minimised. To this end, we are committed to ensuring good levels of communication between staff, pupils, parents, agencies, police and support services provided by

statutory and voluntary agencies, including Social Services. We recognise that confidentiality must wherever possible be respected in all matters relating to child protection.

### **Staff**

We carry out checks on all staff, including references from previous employers, verification of identity and qualifications and a satisfactory disclosure from the Disclosure and Barring Service, before they take up an appointment in order to comply with existing legislation and guidance. We have procedures to deal with allegations made against staff.

The school has a small team of teachers with designated child protection and safeguarding responsibilities. These include making contact with Social Services should there be a significant concern, and monitoring children known or thought to be at risk of harm. Members of our governing body have also been trained in child protection issues and the Chair of governors is the link governor in this area.

A regular review of policies and procedures is undertaken to take account of changes in personnel and legislation and to monitor how the school's duties have been discharged.

### **Pupils and the educational experience**

We want Emanuel to be a safe school. Children have a number of staff to whom they can turn when they need advice and support eg form teachers, the teachers with designated child protection responsibilities, a school counsellor and the chaplains.

We have created a curriculum which fosters the personal, emotional and social development of every pupil. The life education programme considers issues of personal safety and health. The school in no way condones bullying or racist incidents; guidance is issued to staff in these areas and life education lessons cover these issues.

Our health and safety policy reflects the consideration we give to the protection of our children both within the school environment and when undertaking trips and visits away from school. We promote security on school sites through security staff and staff duties in the school.

## The Role

Reporting to the Financial Controller, the Finance Officer is a key part of our finance team, taking responsibility for all aspects of the nominal and purchase ledgers. They will have a significant input into the production of the quarterly management accounts, as well as providing all staff with a range of financial and administrative support.

The right person for this role will have excellent bookkeeping skills, supported by professional accounting qualifications. They will bring experience of using accounting software and will be highly computer literate. Importantly, they will work with the existing team to deliver a high standard of service for our school.

Job title:	<b>Finance Officer</b>
Job Purpose:	To be responsible, on a day-to-day basis, for the nominal and purchase ledgers
Reporting to:	Financial Controller (FC)
Location:	Emanuel School, Wandsworth
Hours:	08.00 to 17.00 (including meal breaks) Monday to Friday in School term time and 09.30 to 16.30 during School holiday periods
Salary:	£26,000 - £30,000 depending on skills and experience
Holiday:	33 days per year (to mostly be taken during School holiday periods)
Benefits:	Defined pension contribution scheme, with up to 10.45% employer contribution and life insurance cover. Free lunch on site in term time.
Closing date:	Midday, 26 <sup>th</sup> April 2019

### Main duties and responsibilities:

1. Managing the nominal and purchase ledgers, ensuring all journals are posted correctly, accounts are reconciled and maintained appropriately and payments are made accurately.
2. Processing the weekly BACS run, ensuring all invoices are correctly authorised and coded.
3. Setting up new supplier accounts and maintaining existing account details and relationships.
4. Processing and administering all cheque and overseas payments.
5. Assisting in the preparation of the management accounts by preparing all key journals such as accruals and prepayments.
6. Reconciling all key accounts on a monthly basis, including bank reconciliations.

7. Ensuring fixed asset additions are correctly accounted for and that quarterly depreciation journals are accurate.
8. Liaising with the Foundation Office to ensure the intra-trust position is accurate and reconciled.
9. In conjunction with the Foundation Office and the HR Officer, ensuring payroll journals are correctly processed.
10. Ensuring correct processing of monthly catering journals, including the accounting for tuck shop and sixth form café sales.
11. Regularly monitoring trip accounts and liaising with trip organisers (trips run by the school that involve the handling of money from parents).
12. Providing all budget holders with support regarding their yearly budgets as appropriate.
13. Managing petty cash (handling, journal postings and reconciliations).
14. Processing staff expenses (via BACS or petty cash).
15. Assisting with the external audit process.
16. Assisting the Development Office with any queries in relation to donations.
17. Involvement in preparing the accounts of the commercial trading subsidiary (Dacre Activities Limited) and other similar ventures.
18. Involvement in preparing the Emanuel School General Charitable Trust (ESGCT) accounts

*External liaison and contacts*

19. Management of relationships with suppliers
20. Foundation Office (Payroll, Treasury, Insurance, Dacre Activities Limited).
21. External auditors
22. Banking contacts

*Other duties*

23. Reviewing systems and processes and making improvements where necessary
24. Supporting the FC as required in projects such as acquisition opportunities and other one-off financial projects.
25. Maintaining absolute confidentiality in all aspects of work.
26. Complying with relevant Emanuel policies and procedures, including safeguarding procedures, at all times.
27. Undertaking any other task requested by the FC or Director of Finance and Administration, that is within the individual's abilities.

This job description should be seen as enabling rather than restrictive and will be subject to regular review as the needs of the school evolve.

## Finance Officer

### Person Specification:

	<b>Essential</b> - without which the applicant could not be appointed	<b>Desirable</b> - used to choose between applicants who meet essential criteria	<b>Method of assessment</b>
Qualifications	<ul style="list-style-type: none"> <li>• 'A' level or equivalent</li> <li>• AAT qualified or equivalent accountancy qualification</li> </ul>		<ul style="list-style-type: none"> <li>• Production of applicant's certificates</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Excellent financial knowledge including:               <ul style="list-style-type: none"> <li>○ accounting standards</li> <li>○ accounting software</li> <li>○ VAT</li> <li>○ payroll practices</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of safeguarding</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Significant experience of:               <ul style="list-style-type: none"> <li>○ Bookkeeping / management accounting</li> <li>○ setting / adhering to financial controls</li> <li>○ monitoring budgets</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school environment</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Good time management and organisational skills</li> <li>• Excellent interpersonal and communication skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Team player with a positive attitude</li> <li>• Ability to work to deadlines and under pressure</li> <li>• A flexible, calm and committed approach</li> <li>• Ability to organise and prioritise work</li> <li>• Able to work on own initiative</li> <li>• Understanding the importance of delivering outstanding customer service internally (to budget holders)</li> <li>• Understanding the importance of confidentiality, tact and discretion</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.

## **RECRUITMENT AT EMANUEL SCHOOL**

Emanuel School is committed to ensuring the best possible environment for the children and young people in our care. Safeguarding and promoting the welfare of children and young people is our highest priority. We aim to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the school's recruitment process should go to the HR Director via [recruitment@emanuel.org.uk](mailto:recruitment@emanuel.org.uk). Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve a degree of responsibility for safeguarding children, although the extent of that responsibility varies according to the nature of the post. As the job for which you are applying involves substantial access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not stop you from being appointed as we shall consider the nature of the offence, how long ago and at what age it was committed and any relevant factors. Please submit information in confidence in a sealed envelope which will be seen and then destroyed by the Headmaster or HR Director. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or HR Director.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, they will be required to notify the school immediately if there are any reasons why they should not be working with children. We take our responsibility to safeguard children very seriously and any staff member or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify us immediately. This includes notification of convictions, cautions, court orders, reprimands or warnings he/she may receive. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if it comes to light subsequently.

The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism' - known as the 'Prevent duty'. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children (paid or voluntary) your employer will be asked about disciplinary offences, including offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. If neither current nor previous employment involved working with children, your current employer will be asked about your suitability to work with children. Where you have no previous employment

history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

### **Invitation to Interview**

Applicants will be short-listed according to the quality, relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed and practically assessed in more detail.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist in attending the interview.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

*Note that original documents are necessary. Photocopies/certified copies are not sufficient.*

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references;
2. Verification of identity/qualifications including evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that they are not subject to any teacher sanction/restriction;
6. Verification of professional qualifications;

7. Where the successful candidate has worked or been resident overseas, such checks and confirmations to ensure that any events that occurred outside the UK are considered;
8. Satisfactory medical fitness;
9. Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
10. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

Successful candidates must complete a pre-employment health questionnaire. The information submitted will be held in strictest confidence and reviewed against the physical or mental requirements for the particular role i.e. proposed workload, extra-curricular activities, layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## **References**

We will seek references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references before interview, please notify us at the time of submitting your application. All referees will be asked if the candidate is suitable to work with children. The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

## **Criminal Records Policy**

The school will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out required DBS checks. The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

## **Recruitment of Ex-Offenders**

We will not unfairly discriminate against any candidate on the basis of conviction or details revealed. We make appointment decisions on merit and ability. If an individual has a criminal record it will not automatically bar him/her from employment. Each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for us to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. It is also unlawful for the school to employ anyone who is the subject of a disqualifying

order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the school to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.

It is a criminal offence for any person disqualified from working with children to apply for a position in the school. The school will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children,

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the behaviour;
- whether the applicant is able to obtain a waiver from disqualification from providing childcare; and
- the circumstances around the offence and explanation(s) offered by the person.

For all roles in the school it is normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money/budget responsibility, it is our policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud. If the post involves driving responsibilities, it is our policy to consider it a high risk to employ anyone who has been convicted of drink driving.

