



AYLESBURY
GRAMMAR SCHOOL

Founded 1598

Recruitment Pack

FINANCE AND PAYROLL MANAGER

Application Deadline – noon, Monday 23 May 2022

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Our School

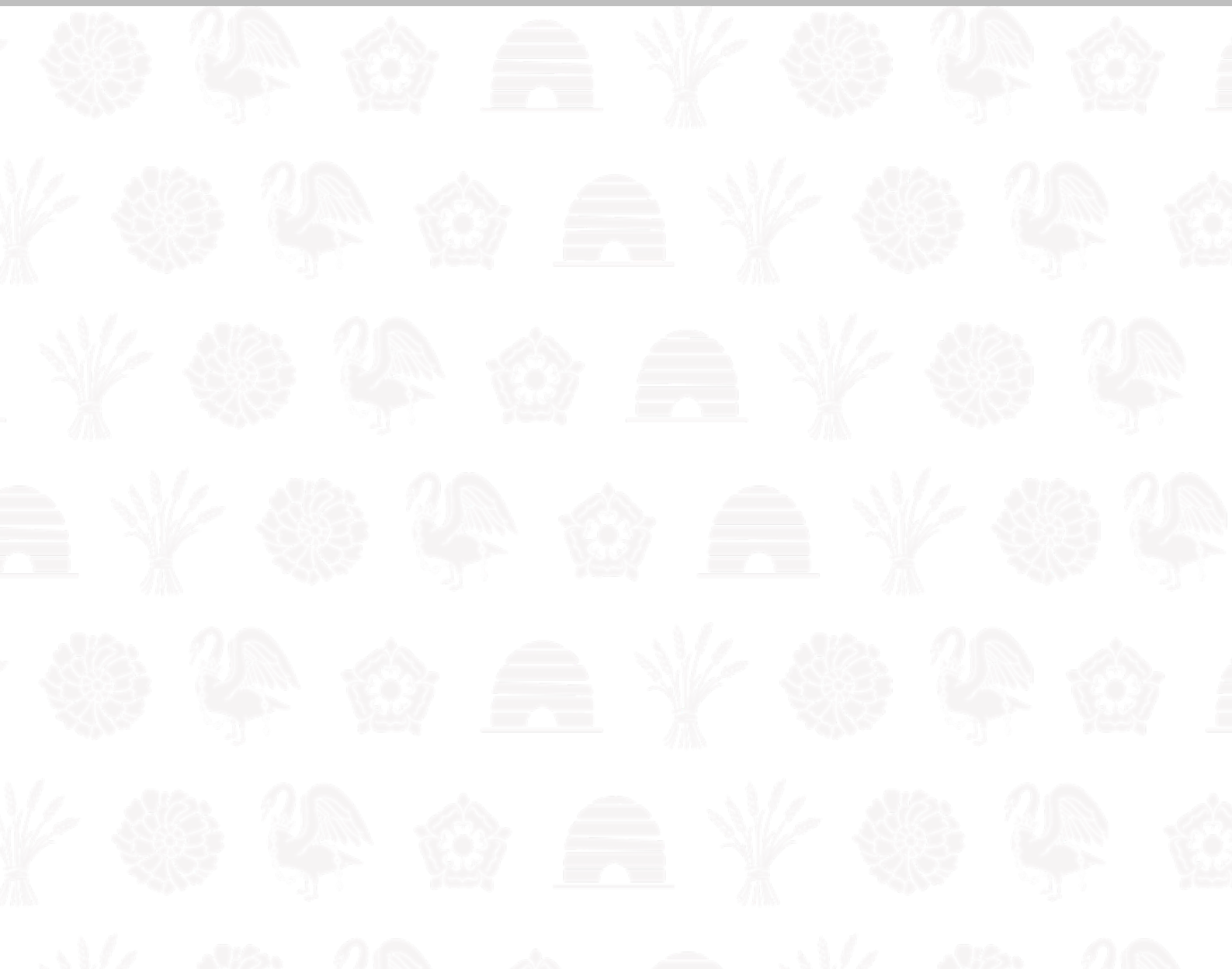
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Welcome from the Headmaster

Dear candidates

Thank you for your interest in Aylesbury Grammar School. I am delighted you are considering being a part of our School.

As a member of our team, you would play a pivotal role in supporting the School to deliver an uncompromised curriculum and life enriching opportunities, together with extraordinary care and support.

As a School, we are expertly placed to enable our students to flourish whilst also ensuring they are well equipped to understand and meet the challenges they face with empathy and humility. Our staff know and understand each student to enable them to find their place in the world.

We have a School community of 1336 students, including over 400 in the Sixth Form. We employ over 140 staff across the School who are all committed to a culture of innovative teaching, learning and achievement through their pioneering expertise and with enviable support from the Governing Body, AGS PTA, the Old Aylesburian and wider Aylesburian community.

Our team is diverse with a healthy mix of youth and experience, with relationships between staff, students, and with parents, extremely positive and caring.

Key to this are our core values of respect for ourselves, our peers and our community, whilst aspiring to achieve the best we can in our relationships and our interests.

Aylesbury Grammar School has occupied the current site in the centre of Aylesbury since 1907 and is a long-standing part of the community. We have an innovative and ambitious School Development Plan to continuously evolve and improve. We benefit from an ambitious refurbishment plan which, in recent years, has included a new Science Centre with 15 state of art Science Laboratories, new Sixth Form Centre, Library, Health and Fitness Suite, and work on the extensive refurbishment of the Art, DT and Engineering building is due to start in the summer 2021, alongside the new School entrance area.

We are a School proud of its past but positioned to define its future. With nearly 425 years of history, we are forward-thinking and dynamic with a focus on exceptional learning and teaching, enrichment, and the development of our staff.

There is a selfless commitment amongst those who work here, and we welcome applications from high-calibre, positive and motivated people.

Kind regards

Mark Sturgeon
Headmaster



Our School



NURTURE YOUR CHARACTER



MOTIVATION

- ENCOURAGEMENT
- CHALLENGE
- RECOGNITION

EMBRACE OPPORTUNITY



INNOVATION

- ADVENTUROUS
- INQUISITIVE
- LIMITLESS

CELEBRATE DIFFERENCE



OWNERSHIP

- EMPATHY
- RESPONSIBILITY
- REFLECTION

LEAD WITH HUMILITY



RESILIENCE

- ADAPTABILITY
- PURPOSE
- TENACITY

FLOURISH IN ALL YOU DO



COURAGE

- FORTITUDE
- ENDEAVOUR
- SELF-EXPRESSION

PASTORAL CARE

- Extraordinary care and support
- Belonging and camaraderie
- Self-expression and identity

CURRICULAR

- Pioneering expertise
- Uncompromised curriculum
- Growth through achievement

EXTRA CURRICULAR

- Life enriching opportunities
- Self-discovery through participation
- Selfless commitment



PRODUCTIVITY



INDUSTRY



LOYALTY



INTEGRITY



UNITY

Our School



Floreat Ailesburia

Founded by Sir Henry Lee in 1598, Champion of Queen Elizabeth I, Aylesbury Grammar School was a 'free School for Aylesbury' with the vision to promote the local area to flourish through educating its young people.

In 1907 the School moved to its present site and became co-educational. In 1959 the creation of Aylesbury High School meant the girls moved next door and Aylesbury Grammar School returned to being a boys' School.

Despite the separate site, our strong links with our sister School remain and provide a unique opportunity for our boys to grow up in their formative years in the company of their female counterparts, whilst also benefiting from the advantages of focused learning amongst their peer group.

This unique collaboration provides a sensitive, mature and well-rounded interaction for our students to develop a true sense of character and to flourish in today's world.



Pioneering Expertise

Employing exceptional staff is the backbone to inspiring our young people to explore for themselves who they want to be and to find their place in the world.

We aim to recruit members of staff who are leading practitioners in their fields or who show outstanding potential. As well as appointing experienced staff, we also train those new to the profession recruited directly from university or those who have been successful in another career and seek a new challenge.

Professional development is at the heart of our approach. Time and resources are available to our staff whatever the stage of their career.

We use professional research and pioneering expertise both in and outside the School. We collaborate with international partners and always look to improve the School, ensuring it is uniquely placed to prepare the next generation of students and staff.



Belonging and Camaraderie

Our well-established House System provides a sense of ownership, belonging and a healthy level of competition and camaraderie.

It has a hugely positive impact on our community and for our students in their academic work, extra-curricular contribution and development into authentic, empathetic and resilient young adults.

For our staff, who are assigned to a House, it provides a shared sense of belonging, loyalty and camaraderie.



Life Enriching Opportunities

We actively promote self-discovery through participation, as well as encouraging the students to attempt new and unfamiliar activities to broaden their horizons.

These life-enriching opportunities are extensive with clubs and activities taking place enhancing classroom learning and enjoyment.

Our colourful range of music, drama, performing arts and clubs/societies provides all students with the opportunity to participate, to collaborate and be part of School life.

Our School



Self-Discovery through Participation

Physical activity is key to maintaining a healthy, active, balanced lifestyle, supporting physical and mental well-being. Our sports clubs and practices are open to all students, irrespective of ability and passion promoting a selfless commitment to their chosen sport.

Whether an elite, representative, House or recreational sportsman, the School encourages and provides opportunities for everyone to participate. School teams and matches involve a large number of students and nearly all students participate in the vast programme of House sports competitions.

Our offering is extensive ranging from cricket, handball, badminton, athletics, rugby, football, swimming, squash, tennis, basketball, and cross country.



Achievements

We are proud and remain humble that our School is consistently celebrated as one of the top state schools in the country – recently the top performing grammar school in Buckinghamshire for Value Added at A Level.

In Key Stage 3, GCSE and A Level, our students make outstanding progress and are prepared for the next stage of their education or chosen career with confidence.

The uncompromised breadth of the curriculum available enables all students to pursue the widest range of careers and studies at university or in the workplace. Through exceptional advice and guidance our students leave the School with aspirations to the most highly ranked courses and careers, at organisations and universities across the country where they will feel fulfilled and happy.



Role Description

FINANCE AND PAYROLL MANAGER

We are recruiting for an experienced, efficient and committed individual to become our Finance and Payroll Manager.

Role purpose

- To assist the Resources Director and manage the academy Finance and Payroll team and to ensure the academy operates according to best value and best practice standards.

Main duties and responsibilities

Finance

- To have ownership of the academy's Financial Procedures Manual ensuring it complies with the Academies Handbook, meets the needs of the academy and provides appropriate levels of financial control
- Responsible for maintenance of accurate and timely accounting records sufficient to comply with internal and external reporting purposes
- Oversee all day-to-day accounting activities including payroll
- Accountable for the timely accounting and operation of the cashless systems including Parent Pay and the maintenance of the PSF accounting system to manage educational trips etc
- Oversight and responsibility for the monthly reconciliation and clearance of all key control accounts including bank reconciliations and preparation of quarterly VAT returns
- Responsible for the monthly review of Aged Debtors and Creditors and follow up as required
- To lead in the preparation of all financial returns for the ESFA, Companies House, Charities Commission and other agencies within statutory deadlines
- Secure government funds to which the academy is entitled
- Responsible for the management of invoicing for lettings and other third-party income
- Monitor school cash flow and manage Money Market deposits
- Review and amendment of bank mandates as required
- In collaboration with the RD, preparation of an Annual Budget and three-year forecast
- Monthly monitoring of revenue and expenditure accounts against budget both by nominal classification and by Cost Centre
- In collaboration with RD production of monthly management accounts for internal control and monitoring purposes
- Preparation of termly and annual reports in collaboration with the RD for presentation to Governors.
- Preparation of published Annual Accounts in collaboration with the RD and external accountant
- Liaison with auditors and management of the annual audit process

- Manage the school's relationship with the providers of external services such as insurance, banking, audit and payroll ensuring value for money is achieved

Procurement

- Responsibility for all expenditure processes and the purchase ordering system
- Responsibility for the control and operation of payment processes, including the use of BACS and credit cards in accordance with the agreed Scheme of Delegation
- Responsibility for maintenance and regular update of: Fixed Assets Register - in collaboration with IT Network and Premises managers, Contracts Register, Accounting Procedures Manual
- To assist in the tender of the school's major service contracts as required e.g. insurance, audit, photocopiers, lawyers etc
- Place annual orders with Bucks Council

Payroll and Pensions:

- Responsibility for the timely and accurate production of staff payrolls and all dealings with the Inland Revenue, Teachers' Pensions, LGPS and all other related bodies
- Maintenance and management of all relevant control accounts
- Responsibility for the timely submission and accuracy of relevant returns and reports
- Responsibility for the timely implementation of regulatory and pension policy changes
- Responsibility for the financial administration of new staff appointments, current staff and leavers, including maternity/paternity arrangements and Bike Loans etc

Systems:

- Ensure the effective use and control of all financial and reporting systems, recommending improvements where possible

Other:

- Responsible for the administration of the Sixth Form Bursary scheme together with Pupil Premium payments, ensuring receipts are received for all expenditure
- Responsible for the financial administration of TAAF (The Aylesburian Annual Fund) including quarterly gift aid claims and preparation of annual accounts
- Financial administration of The Buckinghamshire Grammar Schools' company including preparation of annual accounts
- To take responsibility for health and safety in the workplace by undertaking risk analyses for the immediate work area and following guidance in the AGS Health and Safety Procedures Manual
- To supervise students as directed on occasion and to carry out any other duties that may reasonably be required by the Headmaster

Person Specification

The successful candidate is likely to possess many of the following personal characteristics, experience, skills, and knowledge.

Qualifications (Essential)

- Partly/Fully Qualified Accountant or Certificate of School Business Management or significant experience and knowledge of procedures and regulations relevant to leading the finance function of an Academy

Experience (Desirable)

- Budget production and monitoring
- Managing a Finance team
- Knowledge of safeguarding in schools
- Understanding of the needs of the students, visitors and staff

Knowledge and skills (Essential)

- Working experience of PS Financials or equivalent
- Knowledge and experience of Payroll
- Excellent numeracy and literacy skills with an ability to analyse and interpret financial information.
- Competent and effective user of IT, including Excel and Word and having the ability to learn to use IT software relatively quickly and to work very accurately

Other Personal Qualities

- Abilities to lead, to inspire, to work as part of a team, to work independently and to think laterally and creatively. Excellent interpersonal & communication skills
- Ability to communicate effectively with staff and external bodies at all levels

Knowledge and skills (Desirable)

- Knowledge of Teachers and Local Government pension schemes
- Working experience of ParentPay

Experience (Essential)

- Significant relevant experience in school/academy financial management and financial issues involved
- Payroll experience

Guidance for Applicants

The Role Profile and Person Specification for this role are essential to the selection and recruitment process. They form the starting point for consideration of a candidate's eligibility for interview and guide the selection panel. It is important that you use both documents to prepare your application form. Application forms are to be found on the School website under Vacancies.

The Role Profile sets out the role, tasks and responsibilities to be undertaken by the successful candidate. It is a written statement of what is expected by the post holder. It provides basic guidance on day-to-day tasks and responsibilities. It includes information about the way in which the role should be approached and what the role needs to be successful.

The Person Specification sets out the criteria used to identify the most suitable candidate for the role. It specifies the particular experience, skills, knowledge and personal qualities required. The selection panel will use information from the application form to assess whether a candidate has met the criteria.

We are committed to treating all our applicants fairly and with respect, irrespective of their actual or assumed background, disability or any other protected characteristic.

Shortlisting

The procedure used to arrive at a short list will allow sufficient time for a thorough and rigorous analysis of all applications. A selection panel, the members of which will also make up the formal interview panel, will carry out shortlisting.

Decisions about who is invited for interview will be based on how well applicants meet the role profile and the person specification criteria.

References

References of shortlisted candidates will be requested before the interview. Referees will be contacted via email and, on occasion, may be contacted by telephone.

At least one referee should be your current employer and a contact at your last post working with young people if not currently doing so.

The Interview Day

During the Interview Day, we will take every opportunity to find out if you are the right person for the role. Similarly, it is an opportunity for you to find out more about the School and those who work here. The interview is a two-way process. We encourage you to visit us beforehand if you are able.

The Interview Day will offer you a range of different opportunities to demonstrate your potential to meet the requirements of the post. Some or all of the following activities and procedures may be used:

- Observed discussion with selected members of staff or learners on specific topics or area of leadership and management
- A task in which you may have to complete a practical piece of work which is related to the role, for example a time management or in-tray exercise
- Observation of teaching, if applicable
- A presentation
- A formal interview
- A tour of the School

Guidance for Applicants

The Panel

There will be a panel of interviewers. Interview panels are made up of senior staff and governors. A minimum of one person on the panel will have undertaken Safer Recruitment Training. In making the final decision whether to appoint, the following good practice guidelines will be observed:

- The chair of the interview panel will seek each panel member's assessment of each candidate and use these to inform the final decision
- Sufficient time will be given for the panel to deliberate on the decision
- The chair of the interview panel will summarise each candidate's written application, responses and references to support clarity in coming to judgements
- The method of reaching a decision will include discussion and gradual elimination and will be agreed with the interview panel in advance and made clear to all
- All papers relating to the interview process will be collated, one copy held confidentially, and all other copies shredded
- The statutory requirement that the full Governing Body should ratify appointments at Deputy Headteacher level and above will be fully met
- All appointments are subject to satisfactory references, DBS, proof of Right to Work, satisfactory checks on the Teaching Regulatory Agency and medical clearance

The interview will also include a 'personal' section where suitability for working with young people will be explored including questions on previous experiences. Aylesbury Grammar School is fully committed to safeguarding and promoting the welfare of young people.

Unsuccessful Candidates

Unsuccessful applicants are able to request feedback as a developmental opportunity.

Completed Applications

Completed Applications or for further information please contact:

Donna Miles, Headmaster's PA and HR Officer

Direct Dial – 01296 480223

dmiles@ags.bucks.sch.uk

Links

Aylesbury Grammar School Teacher Application Form - <https://www.ags.bucks.sch.uk/about-us/vacancies/>

Equalities Statement - <https://www.ags.bucks.sch.uk/wp-content/uploads/2020/12/Equality-Statement-Objectives-Compliance-Dec-2020.pdf>

Privacy Notice - <https://www.ags.bucks.sch.uk/wp-content/uploads/2019/03/Privacy-notice-for-job-applicants.pdf>

Staff Benefits



Long Service Awards

As a Bucks school we participate in the long service award scheme for 5, 10, 15 and 25 years' service.

5 years - support staff receive an additional 5 days annual leave / holiday pay

10 years – all staff receive a payment of £100

15 years – all staff receive a payment of £150

25 years – all staff receive a gift up to the value of £300

Cycle to Work Scheme

As part of a salary sacrifice scheme a bicycle and accessories can be purchased using the Cycle to Work scheme. Repayments are deducted from your gross monthly salary which means you will pay less income tax and national insurance whilst also spreading the cost.

Support Staff Annual Leave

The annual leave entitlement for full-time employees is dependent on salary range.

22 days for salary range 1-3

23 days for salary range 4-5

25 days for salary range 6-12

A further 5 days holiday is added after 5 years' service.

Parking

Free parking for staff is available on site.

Pension

Eligible staff are automatically enrolled into the relevant pension scheme:

Teachers' Pension Scheme (TPS) for Teaching Staff

Local Government Pension Scheme (LGPS) for Support Staff

Both schemes are Defined Benefit Schemes. That means, the amount you'll receive at retirement depends on your salary and how long you have paid in and not on the performance of any stock market investment.

Employee contribution rates are dependent on salary and range from 7.4% to 11.7% for Teachers and 5.5% to 12.5% for Support Staff.

Aylesbury Grammar School also makes generous employer contributions to both schemes, currently 23.68% TPS, 22.8% LGPS. The minimum contribution a UK employer must make to a pension scheme is 3%.

Life cover is also provided by way of Death in Service benefits payable to your nominated beneficiaries.

Education Support Partnership

Aylesbury Grammar School provides staff with free of charge access to the Education Support Partnership, offering confidential advice and counselling 24 hours a day, 365 days a year.

Use of School Gym

AGS has a large fitness and conditioning room which includes free weights, weight machines, two multi-gyms, exercise bikes, cross trainers, and rowing machines. This facility is extensively used by the students and is staffed by a Fitness and Conditioning expert before school, at lunchtimes and after school. The facility is available for staff use with the agreement of the Director of Sport.

Nurturing Character since 1598



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