



KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS

Educational excellence for our City



Finance & Administration Officer (P/T – Maternity Cover)

From December 2025

Information pack

Dear Candidate,

Thank you for requesting information about our Part Time Finance & Administration Officer -Maternity Cover.

We are a forward thinking, selective state grammar school with academy status, and belong to the King Edward VI Foundation of schools and Multi Academy Trust. We are incredibly proud to have been named as the Sunday Times State Secondary School for 2025, alongside the State Secondary School for Academic Excellence in the West Midlands, 2025. These accolades are borne out of the dedication of each and every member of our school community: staff, students, governors, parent and carers. This is an inspirational place to work and learn, and we hope you are inspired to consider applying for a position in our school.

Aside from our desire for our students to excel academically at KEVI Camp Hill School for Girls, we place great importance on their happiness and the development of them as individuals. By providing a full range of quality experiences both in and outside of the classroom, our students develop confidence, resilience and learn to make healthy choices - all of which helps to prepare them for life beyond school. Every single member of staff and the student body play their part in adding to the history of the school. I am very privileged to lead an outstanding team of colleagues. Their hard work, extensive subject knowledge and commitment to ensuring the academic results are outstanding, enabling our students to make excellent progress as they move through the school.

Our challenging, well-structured curriculum is designed with able students in mind and encourages them to develop their intellectual curiosity and use higher level thinking skills. We are extremely proud of the breadth of our Curriculum at all Key Stages and believe it offers students genuine choice. Whilst Maths, Biology and Chemistry are very popular subjects at A Level, we have thriving Arts, Languages and Humanities subjects which are also popular choices for our students. Our extra and supra-curricular offerings are wide and varied and cater to all manner of tastes. Our school House System is weaved through all aspects of school life and is just one example of the way in which we both support students pastorally and also develop student leadership.

A major strength of our school is the level of pastoral care. Students are extremely well supported by their Teachers, Form Tutors and Heads of Year. At Camp Hill Girls, we deeply value wellbeing and recognise that good mental health, along with a safe and supportive environment, are essential for building resilience and helping our young people thrive. We are committed to deepening our understanding of trauma and attachment theory and are proud to be a Trauma Informed Attachment Aware (TIAAS) school. Our students demonstrate excellent behaviour and attendance and are highly motivated, eager, and engaged in all aspects of school life.

Camp Hill Girls is culturally rich and diverse, welcoming students from an extraordinary range of backgrounds. As a school community we recognise, celebrate, respect and delight in our differences, and use them as opportunities to learn and become more tolerant about the world around us. This is a caring school which Ofsted recognised, making reference to the fact that "understanding of equality, diversity and inclusion permeates all aspects of school life". We truly believe in the experience we have on offer at Camp Hill.

We believe KEVI Camp Hill School for Girls is an inspirational place to be and invite you to come and see for yourselves. We very much look forward to welcoming you to our school.

Karen Stevens

Headteacher

Job Description: Finance & Admin Officer P/T -Maternity Cover

Salary: SCP 16, £30,518 pro rata. Actual salary £18,816.11

Hours: 25 hrs per week, 9.30am- 2.30pm (start/finish times may be negotiable) Mon- Fri, Term Time only plus one week (with a mandatory requirement to attend GCSE results day).

Line Manager: Deputy Office Manager & PA to Deputy Headteacher

Responsible for: Providing comprehensive financial and administrative support to ensure the efficient operation of the school and compliance with Academy Trust financial procedures.

Duties and Responsibilities:

Finance:

- Assist with the procurement process, including obtaining quotations, raising purchase orders, monitoring the delivery of goods and services, and processing of invoices for payment.
- Manage contracts and agreements with suppliers and service providers, ensuring compliance with Trust procurement policies.
- Support in the management of school bank accounts, including reconciliation, banking of income, and the transfer of financial information to the Academy Trust Finance Office.
- Record and reconcile charity collections and income from school events accurately within PSF Financial.
- Administer student payments for extra-curricular lessons, trips, and the purchase of additional goods and services.
- Liaise with the Academy Trust regarding financial administration, including the distribution of financial information to budget holders and responding to related enquiries.
- Assist in the preparation for internal and external audits, ensuring that all required documentation is accurate and readily available.
- Monitor departmental budgets and capitation allocations, providing detailed and timely financial information to support effective budget management.
- Organise travel passes for students eligible for travel grants, maintaining accurate records and compliance with relevant funding criteria.
- Manage the 16–19 Bursary payment process, ensuring payments are processed accurately, promptly, and in accordance with Trust guidelines.
- Oversee the administration of Pupil Premium payments, ensuring compliance with school and Trust procedures.
- Process sessional claims and ensure their accurate and timely submission to the Academy Trust for payment.

Office Administration:

- Covering Reception in the absence of a School Receptionist.
- Ordering office supplies and ensuring adequate stocks of stationery.
- Producing staff and student ID cards.
- Allocating locker keys to students and ordering replacements.
- Assisting with other general secretarial and clerical duties of the office and producing resources for school where necessary.

School support:

- Attending full staff and departmental meetings as required and supporting departmental events/extra-curricular activities.
- Participating in appraisal and review arrangements.
- To take part in the September Grammar Schools Entrance Test (renumerated)

The many and varied tasks involved in the administration of the school require a team effort with a flexible approach and a willingness to cooperate with other members of staff. A high priority is to be given to the standard of presentation of all written communication, booklets and information sheets.

Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.

This job description should be read in conjunction with the contract issued on appointment by the Foundation Office. The post is subject to national conditions of employment and any changes which impact on the fulfilment of responsibility.

THE ADMINISTRATION DEPARTMENT

The department's role is to provide efficient and timely support to staff, pupils and parents, and to provide the first point of contact for all enquiries. The department plays a central role in the running of the school, and the school office is a busy and welcoming place.

We have a team of six office staff who work in the school office, along with other support staff based elsewhere in School. All the administration team enjoy a wide variety of work, and work as a team to cover all aspects of the work.

Other members of the team are:

Ms Becky Cloves: Office Manager & Exams Officer

Mrs Abigail Buchanan: Deputy Office Manager & PA to Deputy Headteacher

Mrs Jamila Khatoon: Office, Curriculum & SEND Administrator

Mrs Elizabeth O'Brien: Finance & Admin Officer

Mrs Gillian Woolaway: School Secretary

Mrs Clair Gardener: School Receptionist

MAKING AN APPLICATION

Applicants should complete the application form found online at www.kechg.org.uk.

Deadline for applications is Monday 3rd November at 09.00am

Short-listed applicants will be given the opportunity to tour the school and meet members of the team at the interview stage. If you have any specific questions about the post, please contact Amber Ashraf on a.ashraf@chg.kevibham.org or 0121 444 2150 to discuss.

Interviews are likely to be held in the week beginning 10th November 2025.

Person Specification: Finance and Administration Officer

	Essential	Desirable
Education and qualifications	GCSE or equivalent including Maths and English.	GCE Advanced level or equivalent. AAT Level 2 (or working towards) or equivalent finance qualification. Hold a first aid qualification or, be willing to train.
Relevant experience		Experience working in School.
Financial experience	Experience of working in a finance or administrative role. Experience of processing financial transactions such as invoices, purchase orders and payments. Experience of liaising with suppliers, auditors, and external agencies.	Experience of working within an educational setting or academy trust. Experience with school financial software e.g. PS Financials.
Skills	Competent in the use of spreadsheets and word processing packages. Willingness to learn new software packages. Excellent written communication skills at all levels and excellent spoken communication skills to be able to converse at ease with students, colleagues and members of the pupil in a polite, pleasant and efficient manner. Strong analytical skills and attention to detail. Ability to relate to a wide variety of people and form effective working relationships. Ability to work on own initiative and effectively as part of a team. Ability to maintain confidentiality and handle sensitive information.	Experience with school software (e.g. SIMS, or Arbor). Experience of working in a customer focused environment. Experience of working in a public environment.

	Willingness to undertake training as required and work in a developing and pressured environment to meet the needs of the school. Ability to work under pressure and manage the workload to meet deadlines. Excellent organisational and time management abilities.	
--	--	--