

# **RECRUITMENT PACK**

## **Finance and Payroll Administrator**

Abbey School

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Chester, CH1 2HU

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## **WELCOME**

Welcome and thank you for your interest in Abbey School.

Our Independent day school provides a unique environment of high-quality, evidence-informed education, nurture and care to young people aged 4-19 with autism who may have additional learning difficulties and behaviours that challenge. We offer a comprehensive programme of support which ensures that all of our pupils' individual needs are met through highly personalised learning.

We are privileged to benefit from a truly wonderful location. Our school is housed in stunning Grade II\* listed buildings, part of historic Abbey Square in the heart of the beautiful city of Chester. Our fantastic team of architects have designed a well-equipped and high-tech learning environment for us, whilst maintaining the beauty of the buildings and surroundings for our pupils to enjoy. We make full use of our environment and location with a creatively designed curriculum that includes focused learning and enrichment activities that support wellbeing. This enables all of our young people to experience growth, development and success.

Our highly skilled and specialist staff team includes teachers, learning and behaviour specialists, speech and language therapists and occupational therapists. This trans-disciplinary focus ensures that each pupil's individual needs are understood, accurately planned for and closely monitored as part of day-to-day school practice.

I am extremely proud to be the Principal of Abbey School, a place where pupil-centred practice is the norm and where the voice of the young people we support and their families is central to all that we do. It really is a very special place to work and learn.

Yours sincerely

Dr. Katy Lee

Principal



## About our School

Abbey School is an Independent Special School for young people aged 4-19 years with autism who may have additional learning difficulties and behaviours that challenge. We provide high-quality education and care in our beautiful Grade II\* listed buildings in the heart of Chester. All young people attending Abbey School have an Education, Health and Care Plan (EHCP) with school places commissioned and funded via local authorities.

We work in close partnership with families and carers with support, information sharing and workshop opportunities available throughout the academic year.

Abbey School is aspirational for all of the young people that we support. This aspiration is captured in our vision, mission and values which are central to all that we do at Abbey School.

## Vision

Our vision is that all children with exceptional needs receive a meaningful and fulfilling education that enables them to make their own choices about the direction of their adult lives.

## Mission

Abbey School exists to provide the best education possible for young people with exceptional needs.

- Every pupil is a unique individual with potential
- Special educational needs and/or disability should not be a barrier to a valued lifestyle
- All children and young people without exception are entitled to access the best education and support available
- Best practices in education are evidence-based
- Teaching and learning decisions should be evidence-driven
- Clear goals make data-based decisions more numerous and effective
- Education is for everyone and for the whole of a person's life
- Learning is enabling, empowering and extends the boundaries of autonomy
- If a pupil is not learning, it is the teaching that needs to change – the learner is always right
- Pupil voice should be heard and respected

## Values

Our whole school approach brings together everything that is known from special education research and best practice to maximise pupil learning and wellbeing. We are an innovative learning organisation. Our day-to-day working practices routinely inform research, evaluation and development. We have a bespoke curriculum, designed by us, specifically to meet the needs of our pupils.

Each pupil's journey through the curriculum is personalised. Approaches to teaching and learning are individualised, goal-based and precisely assessed. The curriculum is delivered by transdisciplinary teams who benefit from a high level and intensive internal training programme.

We are centrally located in the heart of the city which provides many opportunities for community-based learning, live skills development and supported work placements as young people get older.



Every decision we make is framed in the context of the Abbey School BAGS model:

**B – Belonging and connection** – being part of a community and having a network of valued relationships.

**A – Autonomy and control** – having influence over day-to-day and life defining matters.

**G – Gifts and talents** – doing even better the things that are done really well and learning to do things that are important but may not be done at all.

**S – Speaking, listening and a sense of self** – communicating effectively in a variety of ways not just speech, and having an identity that defines who I really want to be.



## Finance and Payroll Administrator

**CONTRACT:** This is a permanent, full-time contract

**SALARY:** £26,516 to £30,650, increases considered annually within the salary range

**CONTRACT TYPE:**

**LOCATION:** Abbey Square, Chester, CH1 2HU with the possibility of some hours able to be worked from home following probation period

**HOURS:** 37.5 hours per week – some element of flexibility on hours and days, depending on the business needs of the school

**ANNUAL LEAVE:** 24 days plus bank holidays increasing over 5 years to 28 days, to be taken during school closure periods

**APPOINTMENT DATE:** May 2025, or as soon as possible

**CLOSING DATE FOR APPLICATIONS:** 22<sup>nd</sup> April 2025

**INTERVIEW DATE:** Tuesday 29<sup>th</sup> April 2025

### Safeguarding Statement

Abbey School is committed to safeguarding and promoting the welfare and safety of all pupils and expects all staff and volunteers to share this commitment.

Child safer recruitment procedures operate and the post is subject to references and an Enhanced DBS disclosure with barred list checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless 'protected' under the DBS filtering rules) in order to assess their suitability.

### Role Purpose

Reporting directly to the School Business Manager, this role will provide finance and business administrative support to the school.

### Main Responsibilities and Role

- Maintaining the purchase and sales ledgers for the school, processing into Xero accounts package
- Preparing monthly and termly fee invoices to local authorities
- Debt chasing and collection
- Support the School Business Manager with accounting transactions and reports
- Primary point of contact for payroll, pension and benefits queries from staff
- Responsible for all payroll administration and liaison with the out-sourced payroll provider.
- Provision of some HR administration support.



- Processing orders for department heads, updating the budget workbook and ensuring orders are within budget limits and school ordering guidelines
- Calculating sickness absence pay from staff contractual entitlement and sickness records

### **Purchase Ledger**

- Processing purchase orders from requisitions, accurately and following agreed authorization procedures
- Processing supplier invoices, ensuring appropriate authorisation, accurate coding, and timely payment by BACS.
- Liaising with suppliers, reconciling statements, and investigating and resolving queries, quickly and accurately.
- Maintain supplier list, including vetting and entering new suppliers in the system.
- Process staff expense claims

### **Bank**

- Process cash card transactions monthly
- Ensure cash card balances are topped up in accordance with budget allowances

### **Other finance duties**

- Support budget holders with queries regarding budget balances
- Responsible for all aspects of parental contributions, monitoring payments in ParentPay, dealing with enquiries from parents, and other staff members regarding school lunches
- Monitor the school finance inbox and keep the inbox organised

### **Payroll**

- Calculating absence pay each month
- In liaison with the HR department, ensuring amendments including starters, leavers, contract changes, tax code changes, payment of tax, national insurance, pension contributions, and any other deductions from salaries are accurately processed.
- Adminstrating staff pay increases, including pay awards and annual pay spine increases on the payroll system, including preparation and processing of back pay calculations associated with them
- Ensuring the calculations of salary payments and deductions are made accurately and in line with employment contracts
- Liaising with the outsourced payroll service provider to ensure a prompt and efficient payroll and pension service ensuring compliance with legislation and reporting requirements
- Informing new starters of pension and benefit entitlements
- Being proactive in responding to inquiries relating to payroll issues, responding to queries from colleagues, and continuously driving for process improvement of the payroll function

### **Other duties**

- Generate regular reports from accounting software
- Report any disconcerting discoveries to the School Business Manager
- Assist with general administrative duties as requested by the School Business Manager
- Any other duties in accordance with the grading of the post and at the reasonable request of the Senior Leadership Team



### **Professional Development**

- Commitment to developing a clear knowledge of the Abbey School Model (ASM) and the evidence-based approaches that underpin it.
- To take a full and active part in professional development activities.
- To regularly attend any relevant training and development activities both within and outside school and to attend relevant meetings.
- Keep up to date with employment legislation

### **Common Accountabilities and Dimensions within all Roles**

- To demonstrate the vision and values of Abbey School in everyday practice, upholding the school's ethos at all times.
- To actively contribute to the culture of Abbey School as a learning organisation
- To be responsible for ensuring that your own practice is consistent with Abbey School policies and procedures.
- To be responsible for your own effective professional communication, orally and in writing, to the right people at the right time.
- To be responsible for ensuring that your own responsibilities and accountabilities are clearly defined and understood and for managing your work and working proactively with your manager to that end.
- To uphold Abbey School policies to protect and safeguard pupils and adults at risk in order to secure their health, safety and wellbeing.
- To be responsible for ensuring that personal use of resources is efficient and effective and actively upholds Abbey School's policies.
- To assume personal responsibility for implementing the school's policy on Equal Opportunities and inclusion for all staff and pupils.
- To support the Principal and School Business Manager in managing and organising the school efficiently and effectively to ensure it meets the needs of all site users, including pupils, staff, parents and visitors and supports effective teaching, learning and support.

### **General**

- To undertake any task in line with requirements of the role under the direction of the Senior Leadership Team.
- This role involves an Enhanced DBS with children barred list check



### **Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• GCSEs in Math's and English at Grade C and above</li> <li>• Minimum two years accounting and payroll experience</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting professional qualification eg AAT, CIMA etc</li> <li>• Payroll qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using finance account software packages</li> <li>• Experience of working in an office and completing administration duties</li> <li>• Minimum 2 years finance history in a professional working environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within an educational setting</li> <li>• Experience of using Xero accounting package</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Accurate data entry skills with superior attention to detail</li> <li>• Strong IT skills and a confident user of Microsoft applications, e.g., Word, Excel,</li> <li>• Understanding of the need for confidentiality and discretion when working in a school</li> <li>• Excellent, professional written and interpersonal skills with colleagues and external businesses</li> <li>• Flexible attitude to work and adaptable to the needs of the school</li> <li>• Ability to work calmly and efficiently under pressure in a busy environment</li> <li>• Time management and prioritization skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good understanding of data protection principles, confidentiality and equal opportunities.</li> <li>• Willingness to develop skills</li> <li>• Able to work alone but also able to work well in a team</li> <li>• Demonstrates a personal commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Can work on own initiative and work to deadlines in a fast-paced growing environment</li> <li>• Holds high aspirations for children and young people with complex needs and is passionate about providing learning opportunities for them</li> </ul>	



## **How to Apply**

If you feel like you have the right qualities to join our exciting, innovative and exceptional school then please complete the school application form with a letter addressed to the School Business Manager, Mrs Louise Rushforth.

Please ensure that you provide details of your skills and experience necessary for this particular position in your letter or personal statement. Application forms and letters can be emailed to [recruitment@abbeyschool.com](mailto:recruitment@abbeyschool.com), or sent by post to Recruitment, Abbey School, 12 Abbey Square, Chester, CH1 2HU.

Please note CVs cannot be accepted.

## **Interview**

### **Interview date: to be arranged**

Selection methods will be objective, promote equality of opportunity and guard against bias in line with the Equality and Diversity policy. The School will shortlist applicants based on the relevance and applicability of their professional attributes and personal qualities specified by the role. Essential and desirable qualities are published in the Person Specification for this role.

The School will complete an online search for all shortlisted candidates. If any incidents or issues have happened that are publicly available online, the school may wish to explore this at interview.



















The interview process will consist of a formal panel interview and a written task.

## **Equal Opportunities Statement**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, race, sex, pregnancy and maternity, marriage/civil partnerships, religion or belief, or sexual orientation.



# Abbey School Benefits

 <p><b>Learning and Development opportunities</b> – intensive induction training, comprehensive CPD and opportunities for career progression.</p>	 <p><b>Staff Wellbeing committee</b> – regular staff wellbeing initiatives, such as <b>free breakfast</b>, sweet treats, staff social.</p>	 <p><b>Employee Assistance Programme.</b> From day one of your employment for you and your immediate family members* (*Terms and conditions apply)</p>
 <p><b>Long service recognition.</b></p>	 <p><b>Pension scheme.</b></p>	 <p><b>Medicash</b> – health cash plan for employees after passing probation period. Increasing level of benefits dependent on years of service .</p>
 <p><b>24/7 GP Consultation.</b> UK-based GP, via video or phone call, with no usage limitations. You can even get private prescriptions delivered to your front door.</p>	 <p><b>Mental Health Support.</b> Up to 10 sessions with qualified mental health professionals to learn how to deal with stress &amp; anxiety, prevent burnout or tackle major life events.</p>	 <p><b>Financial &amp; Legal Support.</b> Over the phone support on issues ranging from budgeting tips and financial education to legal experts simplifying a range of legal issues.</p>
 <p>Discounted <b>gym</b> and <b>cinema</b> tickets.</p>	 <p><b>Subsidised staff lunches</b> – freshly made in-house takeaway meals available from our staff kitchens.</p>	 <p><b>Free flu vaccine.</b> Invitations sent to all staff each Autumn term.</p>
 <p><b>Refer a Friend scheme</b> – high value bonus for referring friends when they become employees, terms and conditions apply,. Contact <a href="mailto:HR@abbeyschool.com">HR@abbeyschool.com</a> for further information.</p>	 <p>Access to free refreshments.</p>	 <p>Beautiful surroundings in the heart of Chester city centre, close to public transport</p>
 <p>Extensive discounts through <b>Blue Light Card</b> <a href="http://www.bluelightcard.co.uk">www.bluelightcard.co.uk</a> (£4.99 for yearly discounts)</p>	 <p>Shopping discounts through <b>Discounts for Teachers</b> website <a href="http://www.discountsforteacher.co.uk">www.discountsforteacher.co.uk</a>.</p>	 <p><b>Cycle2work scheme</b> – terms and conditions apply, contact <a href="mailto:HR@abbeyschool.com">HR@abbeyschool.com</a> for further information.</p>



## Working in Chester

Abbey School is situated in the beautiful surroundings of Abbey Square, located in the heart of historic Chester.

Chester has often been ranked as one of the best places to live in the UK with many good schools, thriving suburbs, a vibrant independent bar and restaurant scene and award-winning cultural centre Storyhouse. It has good rail and motorway connections to major cities and the coast.

Chester is suitable for families and singles or couples with a good choice of city-centre accommodation and villages or suburbs within close commuting distance. To find an Estate Agent for sales or lettings in Chester visit [Best Estate Agent Guide](#).

## How to Find Us

We are located in [Abbey Square](#) next to Chester Cathedral, off Northgate Street.

## By Public Transport

We promote sustainable travel and recommend that public transport is used where possible.

The Bus station is a few minutes' walk away. Details can be found on the council [website](#)

Chester train station is a 5-10 minute walk away and is served by the following rail companies [Merseyrail](#), [Avanti West Coast](#), [Transport for Wales](#) and [Northern Rail](#).

## Parking

Visit the [Cheshire West and Chester site](#) for details of city centre car parks. For Park and Ride information visit the [Cheshire West and Chester council](#) information page.

