



Kings Langley Secondary School
Application Pack:
Senior Finance Officer

www.kls.herts.sch.uk

Dear Candidate,

A warm welcome and thank you for taking the time to express your interest in the role of Senior Finance Officer at Kings Langley School.

We are proud to be an inclusive, mixed comprehensive school of some 1100 students, successfully operating as a stand-alone academy whilst valuing collaborative relationships both locally and wider afield. We wish to appoint a colleague who shares our values and vision as we strive to be outstanding in all that we do.

The school is determinedly committed to the development of “strong character” in order to provide students with the skills and moral fortitude to “make the right choices”. The extract below is written by Dr Tom Harrison from the University of Birmingham and forms part of his evaluation which awarded the school (the first in the UK) the award of National Character Kitemark Plus in June 2018. We are justifiably proud of our unique ethos and culture which attracts both national and international recognition.

“It was clear it is the core mission of the school to do its part to develop values in its pupils that will help them flourish – and teachers and pupils were both able to link the development of character to moral development and wider societal flourishing.”

–Dr Tom Harrison

The professional and personal development of all staff is a key focus for the senior leadership team as we strive to build a school which aspires to the highest possible standards but not at the expense of personal well-being or happiness. We want a culture where colleagues are confident to take risks and learn from their mistakes, safe in the knowledge that they will be supported through a careful programme of induction and personalised professional development.

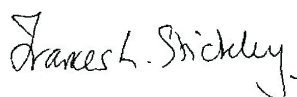
The governors are determined to ensure that our focus on the development of the whole child and strong character is matched with the highest possible academic standards as we look forward with excitement to further success and growth.

We look forward to hearing from you.

Kind regards



David Fisher
Headteacher



Frances Stickley
Chair of Governors



School of
CHARACTER



Artsmark
Platinum Award
Awarded by Arts
Council England

The Kings Langley School: Job Description

Title of Post	Senior Finance Officer
Grade (Including allowances)	H7-H8 (Dependent upon experience)
Reporting to:	Finance Manager
Date	September 2025
Time/Hours (and Full Time Equivalent FTE)	37 hours per week, 8.00am-4.00pm Monday-Thursday and Friday 8.00am-3.30pm (half an hour unpaid lunch break). 41 weeks per annum (Term Time + 15 days – (10 of those days during August)).

Kings Langley School is a national lead school in the development of Character Education. The formation of strong character is a central foundation of our defined school culture and ethos. Consequently, all colleagues are expected to contribute positively and model exemplary behaviours.

Maintain an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's child protection policy is adhered to and concerns are raised in accordance with this policy.

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development, making full use of the school's professional development opportunities and training.
- Actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with colleagues as appropriate or when directed.
- Support the aims and ethos of the school as defined within school policies and procedures.
- Be aware of and comply with all relevant policies and procedures within the school, particularly those relating to safeguarding, equality, health and safety, and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher, or another senior colleague or governor.

Duties Specific to the Post Holder

- Answer telephone enquiries and deal with face-to-face enquiries from students and parents.
- Administer the school's General Account, including inputting receipts, Direct Debits, BACS and credit card payments; completing monthly petty cash and bank reconciliations; preparing photocopying/reprographics journals, VAT reports and journals; performing month-end close and system reconciliation; producing budget reports for departments; managing cash flow, monthly accruals, and depreciation; and preparing annual year-end reports.
- Assist the Finance Manager in ensuring that the school's accounts are kept in good order by overseeing the entry of orders and the processing of invoices/credit notes, banking, and petty cash.
- Assist the Finance Manager in the preparation of monthly management accounts for presentation to Governors.
- Assist the Finance Manager in ensuring that the school is adequately prepared for regular audit inspections and that the school's finance systems are managed in line with the financial standards checklist.
- Manage the school's internet payment system, including posting and reconciling online payments to the school's finance package and bank account, and ensuring all products, trips, events, and extra-curricular clubs are correctly set up for parent payments.
- Support the Finance Manager in the administration of payroll, including liaison with the payroll provider, reconciling monthly payroll reports against budget, and assisting staff with payroll queries.
- Provide financial administrative support for all school trips, visits, and clubs.
- Manage sales invoicing, issue regular statements, and carry out debt collection.
- Administer financial processes related to the sale of books, uniforms, locker payments, charity collections, etc.
- Oversee the Finance Assistant in the administration of expense claims; maintain supply and training spreadsheets; and manage free school meals, student loans, pupil premium, and other student payments.
- Carry out general banking duties, such as depositing cash, collecting petty cash, and resolving any banking queries with Barclays.
- Administer the school's Covenanted Fund Account, including preparing six-monthly statements to HMRC for Gift Aid recovery and balancing the account at year-end.
- Support the Finance Manager in monitoring the school's Contracts Register to ensure that all contracts are renewed in a timely manner.
- Support the Finance Manager in maintaining the Fixed Asset Register, including depreciation and disposal of fixed assets.
- Provide general back-up support for the Finance Officer and Finance Manager.

Knowledge, Skills and Personal Attributes

- Have good numeracy and literacy skills with GCSE or equivalent in Maths and English.
- Preferably hold an appropriate accountancy qualification at a higher level.
- Be well organised and meticulous, with excellent attention to detail and record keeping.
- A good knowledge of Excel is essential.
- Knowledge of the financial software package Access Education Finance is an advantage but not essential.
- Be able to use relevant technology to an appropriate level, e.g., mobile devices, PCs and laptops, printers, and photocopiers.
- Be able to use a range of software, for example online payment systems, finance budgeting software packages, HR and payroll systems; a knowledge of Microsoft SharePoint is an advantage.
- Have an excellent telephone manner, being able to adapt responses according to the humour and situation of the caller.
- Demonstrate a willingness and ability to problem-solve.
- Have a courteous and approachable manner, being able to adapt responses according to the humour and situation of the individual.
- Be able to relate well to students and adults, using tact when dealing with difficult situations and employing suitable assertion skills with students of all ages.
- Exhibit high moral standards when dealing with confidential and sensitive situations.
- Previous experience in line management is an advantage.



What is it like to work at Kings Langley School?

Kings Langley School provides a well resourced, exciting environment for staff. We have well established, detailed schemes of work and a wide range of teaching resources for all courses. All teaching staff are issued with a Laptop and we use Microsoft throughout the school. Our systems provide flexible working and a truly collaborative culture. Our staff testimonials below give a flavour of what it is like to work at a truly inclusive school:

Naomi –

Working at Kings Langley School for the past two years has been incredible. I have been so well supported and encouraged by countless members of staff, both during my NQT year and beyond that. The character and feel of a school are something I think you can pick up on in a first visit; and at Kings Langley School you can instantly feel the warmth, happiness and kindness of the staff and students.

As a science teacher, I am always looking for ways to improve upon or enhance aspects of both my teaching and the science curriculum, and Kings Langley allows me to do just that through a supportive and well-established system as well as a commitment to continuous improvement, for staff and students alike.

I have been very fortunate that I have been given several opportunities to improve both my teaching and learning and my pastoral relationship with students, all of which I feel have shaped me into becoming a better teacher.

James –

When you work in a profession such as teaching, where you really have passion for what you do, choosing a school that you matches your principles and ethos is paramount to being able to make an impact on young people's lives. After 11 years of teaching in south Essex, I joined King Langley School after a long search for the 'perfect' school, a school that had morals and values parallel to my own.

I believe that teaching is not just about academia, it is about how the students, staff and wider communities experience a school; it is about the language that staff use towards students, parents and each other; it is about the curriculum, the resources and how these reflect the interests and needs of each and every student. In every classroom a student and their achievements should be celebrated. You should see who they are, where they come from and where you can take them. A learning environment should empower all students to succeed and for students to be leaders in their own right.

Since joining the school I have developed professionally; being given outstanding opportunities to progress through my career and work directly with the country's leading education academics and professionals. Whilst I take a proactive approach to reading contemporary research in education, being able to work face-to-face with leading specialists in areas such as SEND, curriculum design, and character education, is invaluable to being able to shape the education and experiences that all children and young adults deserve.

I am immensely proud to be a member of the King Langley School community, to work for a Headteacher and senior leadership team who have passion and integrity, to belong to a staff body who put students at the forefront of everything they do and to be among students who have character, who are respectful, and who have confidence.

Further staff perspectives can be found <https://www.kls.herts.sch.uk/about-us/staff-perspective/>

Well-being

At Kings Langley School, we prioritise the wellbeing of our dedicated employees. Here are some of the benefits we offer to our employees to ensure an effective work life balance.

- Staff Appreciation Day
- Staff thank you nominations from colleagues
- A free employee assistance programme
- A mental health first-aid programme
- Support for workers with disabilities
- Special leave arrangements
- A dedicated printing service with a member of staff assisting with your printing needs to save you time
- Opportunities for flexible working
- Staff breakfast every half term
- Various different staff clubs from sporting activities to cooking or the staff book club
- Staff football team
- Trips to the theatre, bowling and drinks etc.
- Memorable Christmas Party and end of term celebrations
- Active staff forum for open communication
- Dedicated staff area offering a recently refurbished staffroom and workspace area
- Cycle Scheme which is a salary sacrifice cycle to work scheme
- New staff induction programme to assist you across your first year with learning our procedures
- Online skills training package providing unlimited access to the National College
- Ample free onsite parking
- Clear calendar and timetables
- Focused personal CPD with dedicated time built into the timetable
- Emergency supplies box in the staffroom
- Friendly and welcoming staffroom
- Wellbeing day before Christmas
- Wellbeing Governor — Dr Emma Kell
- Book sharing
- Staff Wellbeing Charter

Working at Kings Langley School

Well Being and Reasons to Work Here

Curriculum

- Teaching load for main scale teachers of 83% compared to the National suggested rate of 85%
- A culture of typicality is reinforced by non-lesson grading
- More straight forward planning as we teach to the top, with scaffolding required for some students
- All lessons begin with a quick start, with students knowing the protocols. This allows us all to start lessons in a prompt and orderly manner
- Subject area teams are given blocks of time in the summer to re-evaluate and amend their curriculum.



Registration

- A clear planned and resourced registration programme which supports character, numeracy and literacy across the curriculum. This means no planning for tutors and impact is seen in all subjects
- Equipment checks built into registration which enables all staff to run lesson properly as students are fully equipped for learning.

Behaviour

- A very clear behaviour system which is consistently applied enabling teachers to focus on students who want to learn.

Assessment

- A marking policy which includes live marking and green pen self-assessment with no carrying sets of books home unless the teacher chooses to.
- Assessments are encouraged to track progress but are most often marked by the students
- Two co-ordinated examination weeks per year group where students are given information and strategies on how to revise, so are encouraged to revise across all subjects independently
- The number of data entries has been reduced to 2 per year group and there is no longer a requirement to write subject comments on reports.

Working at Kings Langley School

Staff Development

Currently there are 69(66.8 FTE) teaching staff and 51 (35.0 FTE) support staff working at the school. Particular attention is paid to staff development and staff participation. There is a comprehensive in-house training programme for all staff and we also support colleagues in attending numerous external events including Herts for Learning's comprehensive programme of training courses. These include induction conferences for NQTs, to help deal with the challenges of the first years; training for leaders on how to prepare for the new curriculum; and everything in between, including subject-specific training.

Each year all staff have an opportunity to review their work and set objectives at an appraisal meeting. There is a robust system of pay progression in place for teaching and support staff.

Support for newly qualified teachers includes a reduced timetable, planned induction programme starting in July and mentor support. The school has a strong partnership with the University of Hertfordshire. We participate in its ITT programme and as a lead school have appointed teachers through School direct (salaried and non-salaried) routes. The school frequently hosts work experience visits for those interested in a career in teaching.



Facilities

Kings Langley School was re-developed under the Priority School Building Programme and we took delivery of a totally brand new school building in September 2016. The school has excellent teaching facilities with each learning area having its own suite of rooms with state of the art technology to support students' learning and enrichment activities.

