



Finance and Business Support Assistant
Full time (37 hours per week), term time

Grade 5 SCP 6-11

Salary £25,989 to £28,142 Pro Rata, pay award pending

Fixed term 1 year contract, with potential for
permanency after 1st year

Start date: 1st September 2026



A Message from the Headteacher



Welcome to Baines School!

Thank you for your interest in the positions as Finance and Business Support Assistant at Baines School. I am proud to be the Headteacher here and am delighted that you are interested in joining our team at this exciting time of change. Baines School is a special place that has great potential to be the most wonderful place for learning and personal development. There are so many positives to share on our journey of improvement.

I joined the school on the 1st September 2018 as Deputy Headteacher and was appointed as Headteacher in 2023. My vision for both staff and students is to 'Encourage, Engage, Empower'.

We have recently had an OfSTED inspection and will update the advert as soon as the report is published, which is imminent. We would strongly welcome you to read the new OfSTED report. Due to our improvements, we have seen at Baines School along with an improved culture and results over the past two years, Baines is regaining its good reputation. We have wonderful students and staff, and they have risen to the challenges of raised expectations, curriculum change and a focus on teaching and learning.

Baines School is steeped in a rich history thanks to our founder James Baines in 1717. The year 2017 celebrated 300 years since the school first started and 2018/19 was a special year as we commemorated 40 years since the school became co-educational and saw the first intake of girls. We have a very supportive Former Pupils Association with a number of social events during the year. There is a fantastic loyalty to the school with generations of families studying at Baines as well as a number of staff and governors who are also former pupils themselves.

Our catchment serves the areas of Wyre and Fylde, and Blackpool. We have an extremely mixed intake with some pupils from Blackpool which is an area of significant coastal deprivation, with approximately 34% of students from disadvantaged backgrounds. Our population has a prior attainment above the national average, and we have a lot of students who have exceedingly high aspirations, many of whom have gone on to Russell Group Universities.

This role is crucial to the smooth running of the school. As a member of our finance team, you will help manage the vital administrative, financial, and organisational tasks that keep the school running smoothly. You will be required to communicate with pupils, other members of staff, parents and a range of external organisations and you will need to be able to deal with correspondence or enquiries and co-ordinate, monitor and manage administrative/clerical activities or financial processes.

The ideal candidate:

- is an enthusiastic and inspirational person who can build positive relationships with people
- is flexible, resilient, has a 'can do' attitude and is relentlessly positive
- is enthusiastic
- is wanting to develop their knowledge and understanding of school financial and business processes
- is driven by a moral purpose to serve the community of Baines School

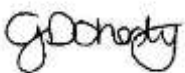
We will offer you:

- excellent CPD opportunities
- friendly and vibrant staff and students
- staff and governors who are loyal to the school
- stretch and challenge and the ability to shape the role further
- support from school leaders across other schools and the Local Authority
- opportunity to be part of a school improvement journey and make a real difference to students' lives.

I hope this pack gives you an insight into our school and encourages you to apply. If you would like further information prior to applying for this position, please email, Miss Fellows, School Business Manager, pfe@baines.lancs.sch.uk to arrange this.

Nil Sine Labore – Nothing Without Effort

Kind regards



Clare Doherty
Headteacher

Application Details



Finance and Business Support Assistant

GRADE 5 SCP 6-11

Salary £25,989 to £28,142 FTE

Term Time, 1 Year Contract

Closing date for the receipt of completed applications: Tuesday 14th July 2026 at 12 noon

Interviews: To be confirmed

This post is required from 1st September

Please note: Receipt of an application will be acknowledged by email. Subsequently, if you have not been contacted within one week of the shortlisting date, you should assume that your application has been unsuccessful.

It is our policy to take up references for shortlisted applicants from their present employer and one other referee. It would greatly assist the process if you were able to supply email addresses for all the referees on your application form.

Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed (these will be asked for on the first day of the interviews). All appropriate safeguarding and attendance at work checks will be requested.

Applicants are asked to provide an application form that must be fully completed and legible and a supporting statement of no more than 2 sides of A4 (minimum font size 11), which should be clear, concise and related to the specific post.

Applications to be returned by email to Miss P Fellows, School Business Manager:

pfe@baines.lancs.sch.uk

Note: We will always consider your references before making a job offer in writing

Job Description

JOB PURPOSE:

The Job Holder will work independently on a varied range of tasks which may require the use of some analysis and judgement to complete including, but not limited to, being responsible for co-ordinating, monitoring and organising administrative/clerical or financial systems and procedures for the school. There may be a requirement to provide support and guidance to other members of staff and be able to deal with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities or financial processes. To support the Business Manager with Finance processes and HR administration in the school, including management of personnel records, the administration of staff recruitment and payroll administration

Main Responsibilities - Finance/Administrative

- Undertaking administrative support duties, such as reception duties, filing, answering the telephone and processing incoming and outgoing post, provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc.
- Responsible for school administrative activities including administration of financial processes and administration relating to operations and facilities including classroom cover, exams administration, lettings and income.
- Routine financial administration, including petty cash, postage, banking etc.
- Contributing to the planning, development and delivery of support services and procedures.
- Maintenance of manual and computerised records.
- Work with the Business Manager to monitor monthly budgets and advise senior staff on variances.
- Maintaining stock and ordering supplies, including the processing of orders, checking of incoming deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock.
- Production of regular management information, including financial data and assist in the production of reports for the school team.
- Undertake monitoring of monthly expenditure.
- Operation of cashless till system
- Management of resources within an agreed budget including regular audit.
- Assist in school marketing and promotion.
- Assist as appropriate in relation to recruitment and selection to support posts in school. To develop skills to administer the recruitment of school staff, including advertisements, pre-employment checks, issuing and amendment of contracts and staff induction in relation to HR matters.

- To work with the Business Manager to administer staff information relating to payroll and assist in maintaining accurate and up-to-date staff records ensuring compliance with the Data Protection Act.
- Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary

General

- To work within school policies and procedures.
- Assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance and continuing professional development as required.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- Any other requests from the Headteacher.
- At all times to carry out the duties in accordance with the school-based policies and Health and Safety procedures, reporting all concerns to an appropriate person.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
- To be aware of the confidential nature of issues.

Person Specification



How it will be assessed is A (Application form), I (Interview), R (References)

A Training and Qualifications

Quality	Essential	Desirable	How this will be assessed
Qualifications at GCSE level 4/C in English and Mathematics	Yes		A/R/I
Willing to work towards or already working towards national occupational standards (NOS) for business and administration or HR/Finance related qualification equivalent to current national qualifications Level 3		Yes	A/R/I
Finance (AAT Level 2/3) or CSBM (Certificate of School Business Management) Qualification		Yes	A/I

B Experience

	Essential	Desirable	How this will be assessed
Experience of working with children		Yes	A/R/I
Experience of working in a financial role	Yes		A/R/I
Experience of general administrative work	Yes		A/R/I
Experience of using a range of IT systems/programmes e.g. microsoft	Yes		A/I
School administrative experience including experience with SIMS/FMS		Yes	A/R/I
Experience of working in a customer facing role	Yes		A/R/I



C Professional Knowledge, Skills, Abilities

	Essential	Desirable	How this will be assessed
Ability to relate well to young people	Yes		A/R/I
Ability to work in a team	Yes		A/R/I
Excellent communication skills both oral and written, to include excellent literacy and numeracy	Yes		A/R/I
Positive approach to customer care	Yes		A/R/I
Able to work well under pressure	Yes		A/R/I
Able to meet deadlines	Yes		A/R/I
Excellent time-management skills	Yes		A/R/I
Excellent organisational skills and ability to work in an organised and methodical way	Yes		A/R/I
Understanding of the concept of professional confidentiality	Yes		A/R/I
Good ICT skills	Yes		A/R/I
Flexible attitude to work	Yes		A/R/I
Awareness of Health & Safety		Yes	A/R/I

D Other

Quality	Essential	Desirable	How this will be assessed
Commitment to undertake in-service development and training	Yes		A/I

E Safeguarding

	Essential	Desirable	How this will be assessed
Displays commitment to the protection and safeguarding of children and young people	Yes		A/R/I
The ability to form and maintain appropriate relationships and personal boundaries with young people	Yes		A/R/I

F Application Form and Letter

The appropriate application form should be **fully completed** and legible. The letter should be clear, concise and related to the specifics of the post.

G Confidential References and Reports

Two referees should be nominated, including one from your current or most recent employer.

	Essential	Desirable	How this will be assessed
A positive reference from current employer	Yes		A/R/I



Further Information about our School

Baines School has a long and proud heritage. In 2017, it celebrated its 300th anniversary. The school is also unique in the North West in holding its voluntary-aided, non-denominational status. It is proudly comprehensive in nature and renowned in the locality for the support it offers to the social and personal development of its young people at all stages of their school career. Baines is rooted in the local community but owing to its close geographical proximity to Blackpool Authority, the intake each year is wide-ranging and diverse in nature, although ability upon intake is high.

We are proud of the many successes of our young people and of the range of opportunities that our dedicated teaching and associate staff offer them. The work of our governors and of the Former Pupil Association provides additional support and funding for the direct benefit of the pupils. They actively encourage the development of wider activities which further contribute to the enrichment and success in the lives of our young people whilst they are with us and beyond.

The area served by the school

Poulton-le-Fylde is an attractive, small town situated close to Blackpool and the Fylde coast. We are well connected to the rest of the country by an excellent network of motorways and roads, with large centres such as Manchester and Liverpool being just over one hour away. The town has its own railway station, with regular services to Preston and the West Coast Main Line. The school is situated in a pleasant residential area and there is an extensive building plan for new houses in the area.

Our Students

We are an 11-16 school (having previously been an 11-18 school). Students start school in Year 7 with overall levels of attainment that are above the national average.

Our students have a positive attitude to school. The vast majority attend regularly, enjoy lessons and the wide range of other activities provided. In and around school there are high standards of the pupils' behaviour and politeness. The students speak warmly of the support they receive at Baines and the great majority are confident, polite and friendly young people. They are demanding in that they expect and want to do well, and come to the school with high expectations supported by their parents/carers. Our older students are role models who are thoroughly and actively engaged in the work of the school, the quality of what we do and contribute to supporting us in our aim of continual improvement.

The young people of Baines School undertake significant work for charities and there is a varied offer of enrichment activities in which all staff and pupils are actively encouraged to take part. We are the largest school contributor to the Teenage Cancer Trust in the country (over £100,000 so far) and hold the national record for the largest team entry in the Race for Life.

Our skilled and dedicated support staff represent a further strength within the school. These colleagues offer wide-ranging and expert support to some of our most vulnerable young people and they actively engage in the full spectrum of school life both in the classroom and beyond.

We have access to a wealth of CPD, resources and networking opportunities and work with local schools and teaching training providers. We work collaboratively within the area in regard to managed moves, fixed-term exclusion provision and work closely with the Lancashire Authority Advisory Team. Baines is also a registered centre with the Duke of Edinburgh scheme and has strong links with HE providers and employers in the region. We were very proud to have received numerous nominations for the Gazette Education Awards, including winning the inspirational teacher and unsung hero awards. There are so many successes to be proud of, the weekly Headteacher Update shares these with parents and carers.

