



Pinewood School Academy

Candidate Application Pack

Finance & HR Administrator



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Welcome From our Headteacher

It is a pleasure to welcome you to Pinewood School Academy Trust, a specialist SEN setting where every young person is celebrated, supported, and encouraged to be their best. We support pupils with Learning Difficulties, Autism, and Speech, Language and Communication needs.

At Pinewood, we recognise that every pupil is unique. We create a safe, nurturing environment where young people feel valued and inspired to learn. Through academic progress, communication development, and building confidence and independence, we support pupils at every stage of their journey.

Our dedicated staff work closely with families to ensure each child receives the care and education they deserve. We believe learning should be engaging and joyful, and we celebrate every success, knowing achievement looks different for every pupil.

We are committed to continual growth and improvement to provide the very best for our pupils.

We are looking for an enthusiastic and dedicated **Finance & HR Administrator** who shares our values of compassion, collaboration, and high expectations.

I invite you to explore our website or visit the school to see what makes Pinewood such a special place.

Miss Taney Howarth

Headteacher, Pinewood School



About Pinewood School Academy

Pinewood School Academy is a specialist provision serving students aged 11-16 with autism spectrum disorder (ASD), speech and language communication needs, and moderate learning difficulties. We are a successful mixed secondary school for 210 pupils. Our curriculum is highly structured and personalised, supported by therapy, social learning, and family engagement.

The school is located in a very attractive rural area of extensive, landscaped woodland within walking distance of Ware Town. We are a specialist secondary setting for pupils with Learning Difficulties, Autism, and Speech, Language and Communication Needs, and we pride ourselves on creating a nurturing, inclusive environment where every young person is supported to thrive.

At Pinewood, we understand that every pupil is unique, with their own strengths, challenges, and aspirations.

This is why we are so passionate about creating a school where they feel safe, valued, and inspired to learn. Whether it's through academic achievement, developing communication skills, or building confidence and independence, we are here to guide and support them every step of the way.



Our staff are passionate professionals who strive to create a nurturing, safe, and stimulating environment where every child is known, valued, and encouraged to reach their full potential.



Our Vision and Values

We believe every pupil deserves access to high-quality education, respect, and opportunities for independence. Our mission is to equip each child with the skills to lead fulfilling lives — academically, emotionally, and socially.

Our vision for our Pinewood community is to **“Be the best you can be.”**

Our aim is for everyone to engage in learning, activities and events that help them improve as a person. For our pupils we want them to be happy, develop their learning skills, knowledge and independence, so that they are more able and ready to engage in their community and further education. We want them to be able to self-regulate and understand their own behaviour, the difference between right and wrong, celebrate difference and to have their own voice.

Pinewood community share the following values:

Brave

Trying new things, persevering when things are hard, speaking out when something isn't right, giving an opinion, talking about your feelings, representing the school at events

Happy

Enjoying positive and healthy relationships with other people, being proud of who you are and what you have achieved

Independent

Taking on responsibility, making decisions, taking risks, knowing what support you need

Kind

Helping others and yourself, celebrating each other's successes, celebrating difference, respecting others, following the school code of conduct, looking after the school building and grounds and community spaces

Our vision and values are the focus of everything we do within school and are supported by the code of conduct.

Working at Pinewood Staff & Student Voice



Job Description

Job Title: Finance & HR Administrator

Responsible To: School Business Manager

Salary/Grade: H5.1 to H5.6

Hours of Work: Monday to Friday - 30 hours per week, 40 weeks per year (term time only plus inset days plus 1-week). Hours to be agreed.

Contract Type: Permanent

Based at: Pinewood School, Ware, Hertfordshire

Responsible for: No direct Lines

Liaison with: School Business Manager, senior leadership team, other staff and the Local Authority

Purpose of the Role:

To provide a full range of finance & varied HR administrative support to the school.

Principal Accountabilities:

- Maintain the school's accounting systems
- Responsible for adherence to financial regulations and audit requirements and advising on the application of these
- Provide administrative support to the HR function, ensuring accurate and confidential handling of staff information.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

Main Duties and Responsibilities:

Finance

- Assist with the design and implementation of the school's financial procedures and systems
- Assist with the preparation/ prepare the draft annual budget and financial plans
- Maintain the school's accounting systems
- Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations
- Produce financial analysis and reports, including liaising and reporting to the Local Authority
- Manage petty cash and ensure appropriate use of the school's bank accounts
- Process orders and approve payments ensuring correct financial control is applied
- Reconcile accounts
- Responsible for adherence to financial regulations and audit requirements and advising on the application of these

Job Context

- Finance roles fall within the schools' business and administration team who support the running of the school.
- Finance roles cover some broader administrative work but have a focus on finance related tasks, ranging from routine data entry transactional tasks to more strategic planning and management roles at higher grades.
- Responsibility for specified administrative duties requiring a degree of initiative.
- Communicates a range of financial information both verbally and in writing with the senior leadership team and other staff.

Dimension

- The post is likely to be involved with the whole school budget but spend is likely to require authorisation from the Headteacher
- Responsible for the maintenance and updating of financial records
- Manage petty cash and assure appropriate use of the school's bank account
- Advise in relation to internal financial procedures
- Responsible for maintenance of school's financial procedures and systems
- Supporting administrative procedures within the HR department to assist the School Business Manager

HR administration

- Provide administrative support to the HR function, ensuring accurate and confidential handling of staff information.
- Assist with recruitment processes, including posting vacancies, arranging interviews, and preparing appointment documentation.
- Support onboarding and off-boarding of staff, including maintaining personnel records and coordinating pre-employment checks.
- maintain and update HR systems and staff records in line with GDPR and school policies.
- Assist with absence monitoring, maintaining records and preparing reports as required.
- Support payroll processes by ensuring HR data (starters, leavers, contractual changes, absence) is accurate and up to date.
- Respond to routine HR queries from staff, escalating more complex issues as appropriate.
- Support the organisation of HR processes such as appraisals, training records, and mandatory compliance checks.
- Provide general administrative support to the SBM/HR Lead as required
- Undertake HR-related administrative duties as required to support the effective running of the school

Other Specific Duties

Individuals in this role may also undertake some or all of the following:

- Undertake administrative duties, such as reception, filing, and document preparation.

Additional Information

- Increasing expectation to engage in fuller professional development resulting from appraisal
- Increasing expectation to be able to take independent decisions
- To integrate into all areas of job accountability the actions and behaviours required to actively implement the Pinewood School's equal opportunities.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Safeguarding and Review

Pinewood School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification

Personal and Professional Conduct

The over-riding expectation is that employees and those engaged to work within PINEWOOD SCHOOL will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact within the course of their employment or engagement by the individual school.

E = Essential D = Desirable

Education

- **Desirable:** Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances equivalent to national qualifications level 4 (Desired but not essential)

Experience

- **Essential:** Experience of working in a finance role.

Skills, abilities and knowledge

- **Desirable:** Contributes to design and implementation of financial procedures; carries out tasks, requiring analytical skills such as processing orders and payments, financial monitoring and reporting, assisting with budget preparation
- **Essential:** Keyboard skills, applied with precision and speed
- **Essential:** Communicates a range of financial information both verbally and in writing with the senior leadership team and other staff

Personal qualities

- **Essential:** Responsibility for specified administrative duties requiring a degree of initiative.
- **Essential:** Increasing expectation to engage in fuller professional development resulting from appraisal
- **Essential:** Increasing expectation to be able to take independent decisions
- **Essential:** To integrate into all areas of job accountability the actions and behaviours required to actively implement the Pinewood School's equal opportunities.

The Recruitment Process

Closing Date: 8am, Friday 25 September 2026

Interview Date: Thursday 1 October 2026

We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on Teach in Herts: <https://www.teachinherts.com/schools/dashboard.htm>

If you wish to discuss the role or would like to arrange a visit, please contact our main office on 01920 412 211.

The Application Form:

Please fill out the application form on Teach in Herts as fully as possible, or contact hr@pinewood.herts.sch.uk to request an application form.

Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of the next steps.

Right to Work in the UK:

Unfortunately, if you do not have the right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce the original and up to date documentary evidence of your right to work in the UK.

Safeguarding Statement

Pinewood School Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to complete an enhanced DBS check with barred list information. References will be requested before the interview.

Equality & Inclusivity Statement

At Pinewood School Academy we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

This information will be kept separately from your application and used only for monitoring purposes by HR.

CV: We do not wish to see your CVs so please **do not** include it.

Supporting Statement

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why do you believe you are a strong candidate for the position?
- Set out the impact you have made in your current / previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:

Aside from your professional skills relevant to the role you are applying for, we are interested in you as an individual, therefore do share with us any additional skills, hobbies and abilities that you would like us to know about.

References:

Do provide referee details as outlined on the application form. If shortlisted for interview, please ensure you indicate whether references can be taken up prior to interview (please note for leadership and teacher vacancies references will be sought prior to interview due to safer recruitment guidelines).

Special Arrangements:

Please set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after the date of shortlisting. Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data. A copy of our privacy policy can be found on our website.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Disclosure and Barring Form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.

Additional Information

Our promise to you:

- You will be a member of a high performing team.
- A school which is committed to continued rapid progress and the achievement of excellence.
- Involvement in a brand new, purpose built school with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology.
- Opportunities for shared learning and collaboration across Pinewood School and the wider network / community.
- Extensive professional and personal development opportunities.

Staff Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the school.
- Eligibility to join NUS Extra saving you money on a range of goods and services.
- Teachers' Pension Scheme / Support Staff Local Government Pension Scheme.
- Employee Assistance Provision including 24/7 telephone helpline and counselling, lifestyle, health and wellbeing programme.
- The support of the school, its Board and colleagues.
- Access to National College for continued CPD.

Our Location:

Pinewood School Academy
Hoe Lane
Ware
Herts
SG12 9PB

Tel: 01920 412 211

<https://pinewood.herts.sch.uk/> **What3Words:** curating.pinewood.space

