



PENRYN COLLEGE

Belong | Aspire | Succeed



Candidate Pack Finance Officer



Penryn College, Kernick Road, Penryn, TR10 8PZ

www.penryn-college.cornwall.sch.uk



Message from The Headteacher

Thank you for the interest that you have shown in joining us at Penryn College. As Headteacher, I am proud to lead a school community that is committed to excellence, inclusivity, and innovation. Our motto, “Belong, Aspire, Succeed” reflects our belief that with the right support and encouragement, all young people can reach their full potential.

We are passionate about providing a broad and balanced curriculum that inspires curiosity, creativity, and confidence. Together we work tirelessly to create an environment where students feel valued and empowered to take ownership of their learning. Lessons are engaging and underpinned by excellent resources including technology.

We have high expectations of our staff, but in return we provide a supportive and friendly working environment where your feedback is valued and your efforts recognised and rewarded, with ample CPD opportunities and the chance to really make a difference.

Penryn College is more than just a place of learning—it is a vibrant, caring community where every moment matters.

One of the most important things I have learnt in my career is to listen to students. Finding out what our students think and experience in any capacity, whether it’s with our student leadership groups, standing in the canteen queue, or sitting next to them in their lessons. These important interactions tell us what we’re doing right and set our priorities. After all, it’s the reason we came into this profession!

I hope this information pack will give you a good overview of the position and working at our School. There is a strong community spirit here, and all our staff, whatever their role, play an important part in our success. If you have any questions please do contact us, we are more than happy to help.

Warm regards,
Claire Croxall

About Our School - Vision, Mission & Ethos

Penryn College is a lively, thriving school, and we pride ourselves on our local and national reputation for educational excellence. We work in partnership with national research-led teaching and learning initiatives such as the Arts Council Creativity Collaborative and we are an award-winning Cyber Award School and UNICEF Rights Respecting School. We cater for children and young people aged 11-16 who live in Penryn and the surrounding villages of Constantine, Flushing, Mabe, Mawnan Smith, Mylor, Perranwell and Ponsanooth. Students also join us from Falmouth and other outlying villages and towns.

Originally, Penryn College opened in Falmouth in 1957 and was moved to its present site in 1961. Since that time, there has been a programme of continuous improvement and updating of buildings/classrooms. Our biggest development was the opening of our £24 million College building in 2008. Our PAN for each year group is 210, but the occupational capacity is slightly different for each one. Currently, we are oversubscribed in all year groups.

We want the children of Penryn College to be the best they can be and do the very best they can, whoever they are, wherever they are from, whatever their starting point and wherever they are headed. We want them to be able to meet the challenges of the future. We want them to be flexible, to solve problems, to be resilient and to think for themselves. Most of all, we want them to achieve their dreams.

"Belong, Aspire, Succeed" is a tangible part of the life and work of the school. Children have inspiring learning opportunities because teachers open new worlds. The range of rich opportunities in a wide and exciting curriculum, using Cornwall's natural environment to the full, gives students a thirst to know more, understand more and do more. Building upon their achievements at primary school, students develop purposeful learning habits, including being competent in reading, writing and numbers. They are able to talk openly and confidently about themselves, their progress, their aspirations and their opinions. They learn to understand, value and uphold people's right to be treated equally. They leave us with a broad range of qualifications which give them knowledge and skills they need for their future, whatever that future might be, and as self-assured, well rounded young citizens, understanding the responsibilities, challenges and opportunities of life in modern Britain and the wider world. They value people for who they are and know that each one of us has a responsibility to give something back. They know where they are headed and how to achieve their dreams.

Penryn College's ethos centers on nurturing happy, resilient, and aspirational students through challenge, aiming for them to reach their full potential in a supportive, inclusive environment that values individuality, mutual respect, and community, underpinned by their motto "Belong, Aspire, Succeed" and a commitment to developing well-rounded individuals with strong academic and personal skills.

At Penryn College, we believe that everyone's voice matters. We listen carefully to students, families, staff, and our wider community to help shape the future of our school. This shared approach ensures we create a supportive, inclusive environment where every learner can thrive.



01 What parents say ...

"Both of my children are very happy at the school and we're very grateful to have a fantastic school on our doorstep. They are given many extra-curricular opportunities which enable them to grow in confidence and feel part of the school community."



02 What students say ...

"There's a great team spirit here. We all get on well with each other and the teachers. We feel safe, and the facilities are amazing!"

"The changes that have been made by all of us have been listened to and have happened thanks to the school staff."



03 What staff say ...

"The school does a fantastic job... it enables our young people to thrive and be valued"

"This is a great school to work in... there is a strong sense of community."



04 What OFSTED say ...

"Penryn College is a happy and welcoming school."

"Pupils follow an exciting curriculum with a broad range of different opportunities. Leaders are ambitious for pupils and there is an ethos of 'having a go', without fear of failure."

The ARB



Penryn College ARB, situated on the Penryn College campus, is a specialist provision for children with an EHCP. Students who attend the ARB follow an adapted curriculum, accessed through targeted support which is tailored to meet individual needs.

All students at Penryn College are encouraged, and supported, to reach their full potential. ARB places are commissioned by the local authority as part of a child's annual review process.

The Vision for Penryn College ARB

Penryn College ARB strives to achieve these five objectives:

1. To produce and implement a high-quality, accessible learning journey, where we celebrate success and achievement.
2. A student-centred ARB, where every child is nurtured, supported and appropriately challenged.
3. Clear and consistent expectations, with appropriate reasonable adjustments that prepare students for life beyond Penryn College.
4. A safe and dynamic learning environment that adapts to meet current need.
5. Where students leave Penryn College able to read, and where possible, are functionally literate.





Working with Us

THE RECRUITMENT PROCESS

- 1. Application:** To apply for a staff vacancy, please visit our website [here](#) and [complete an Application Form](#) and Personal Statement of Suitability (no longer than two sides A4). Demonstrate clearly how you meet the criteria outlined in the Person Specification, providing specific, relevant examples to support your evidence. Please email completed applications by the closing date to vacancies@penryn-college.cornwall.sch.uk
- 2. Shortlisted applicants** will be invited by email to attend an interview. References will be taken up after shortlisting unless you have indicated otherwise.
- 3. Interview Process:** The selection process will include a formal panel interview and a practical assessment designed to evaluate the knowledge, skills, and abilities outlined in the Person Specification. Full details will be provided to shortlisted candidates prior to interview.
- 4. Feedback:** Unsuccessful applicants will be provided with professional feedback
- 5. Taking up post:** The start date is subject to completion of all Safer Recruitment checks
- 6. Additional Information:** For further information, please contact Helene Zeat-Kane, HR Officer. If you require any reasonable adjustments in order to attend or participate fully in the interview process, please let us know at your earliest convenience so that appropriate arrangements can be made
- 7. Safeguarding:** Penryn College is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

We reserve the right to interview early should an exceptional candidate apply

Closing date: 12th October 9am

Interview date: Week of 12th October

Start Date: ASAP

Please note that we are unable to process applications without a fully completed application form.

Please return your completed application form and covering letter to Helene Zeat-Kane, HR Officer at vacancies@penryn-college.cornwall.sch.uk or post to: Penryn College, Kernick Road, Penryn, TR10 8PZ.

Thank you again for your interest in joining our team. We look forward to receiving your application.

“The School has a great culture - one that supports staff and the development of teams. I love being part of the team!” Staff Survey 2025

JOB DESCRIPTION

Job title:	Finance Officer
Grade:	G - £25,448 - £31,761
Hours:	37 hours per week, permanent, all year round
Responsible to:	CFO
Direct Supervisory Responsibility for:	None
Main purpose of the role:	

To be responsible for the efficient and effective operation of Penryn College's finance function, in accordance with statutory obligations. To report to the CFO, Headteacher, SLT & Trustees. To be the main port of call for day to day finance queries

Principal Responsibilities/Duties:

- To be responsible for the College's computerised finance and accounting systems including SIMS, IRIS and ParentPay, including purchase order processing, account payments and receipts, production of invoices and billing, bank processing and reconciliation, and report generation.
- To be responsible for all income received by the College including the preparation and reconciliation of all cash and cheques for banking in accordance with the College's security procedures and ensuring appropriate use of the College's bank accounts. Entering receipts onto the accounting system and reconciling back to the appropriate paying in slip.
- To ensure all processes and work undertaken meets with the financial regulations, internal and external auditory processes. To ensure the security of all monies and financial information at all times.
- To assist with the organisation of the work in the Finance Office to ensure timely completion of all tasks and prioritising work to adhere to deadlines, including the day to day supervision and allocation of duties of the team.
- To manage the College's Petty Cash Ledger and be responsible for the issuing of petty cash for authorised claims, ensuring receipts are obtained for all payments made. To monitor and reconcile the petty cash float and ensure its safekeeping at all times. To ensure the float is topped up when required and the expenditure is recorded and reconciled in FMS against the appropriate budgets.
- To manage the College's ParentPay system and be responsible for the data upload from SIMS to ensure that student and staff information is current and always up to date.
- To manage the educational visits and trips, music tuition sessions, resources and other services on the College's ParentPay system and reconcile back to spreadsheets to ensure payments made by parents are recorded accurately and are up to date at all times in order to produce up to date payment information as requested by Heads of Departments and Trip Leaders.
- To provide advice and guidance to parents in the use of the school's ParentPay system and solve any issues that may arise. To promote its use for electronic payments.
- To be responsible for the reconciliation of ParentPay statements of income received, recording it onto the school's accounting system against the appropriate budgets. To ensure statements agree with payments received in the school's bank account.
- To ensure the processing of authorised orders in accordance with the agreed priorities and deadlines set by the CFO, and in accordance with the working practices of the Finance Office, providing advice and guidance to budget holders on the processes.
- To contact suppliers of goods and services to obtain information relating to prices, orders, deliveries, discrepancies and payments as requested by the CFO. To obtain verification of receipt of goods or services from members of staff in accordance with the College's Financial Scheme of Delegation.
- To ensure the production and despatch of cheque and BACS payments for all authorised invoices prior to their due dates and details of payments and invoices are logged on the College's financial accounting software.

- To ensure the production of sales invoices relating to all College income generation, as required, including lettings sales. To liaise with the Lettings Administrator to ensure appropriate charging and advising of non-compliant bookings.
- To manage the College's Sales Ledger taking the necessary action to recover overdue debts and monitor the success. To advise the CFO once all appropriate action has been taken and the debts are still outstanding so that they may be referred to governors to consider legal action.
- To be responsible for the prompt and regular reconciliation of all College bank account statements.
- To assist in the preparation of financial reports and statistics for the Head teacher, heads of department, Governors and auditors/accountants as requested by the CFO.
- To ensure the monthly reconciliation of College charge card statements and timely processing in the College's accounting software. Ensuring all paperwork is present and authorised appropriately.
- To assist with chasing any outstanding debts.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, GDPR, Data Protection).
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

Date Prepared: September 2026

Prepared by: HR Officer/CFO, Penryn College

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	A minimum of 2 years relevant experience in a finance role.	Relevant finance related work experience within a school or college environment.	Application form. Interview.
<u>Education & Training</u>	Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths & English.	AAT Level 3	Application form. Interview.
<u>Special Knowledge & Skills</u>	Use of computerised accounting systems. Excellent IT skills particularly in the use of Excel. Excellent numeracy, literacy & organisational skills.	Knowledge of school or college computerised accounting systems (FMS & SIMS).	Interview.
<u>Any Additional Factors</u>	Self-motivated. Able to work under pressure and meet tight deadlines Can use own initiative. Team worker. Professional & friendly approach. Meticulous. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.



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Thank you for your interest in Penryn College. We look forward to welcoming you to our school.

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Phone 01326 372379

Email vacancies@penryn-college.cornwall.sch.uk

Website www.penryn-college.cornwall.sch.uk