November 2021

RE : HR and Finance Assistant

Salary : Band 4 Term-time Only, point 4 to 6 (£16,798 to £18,181)

Working hours : 37 hours per week, 8.30am – 4.30pm with a 4.00pm finish on one day (agreed termly). Term Time Only.

Dear Sir or Madam,

Thank you for taking the time to find out about the vacancy within our HR and Finance Team.

Mayfield School is undergoing a period of expansion from a 1000 place secondary school to a 1540 place ‘all through school’. The key milestones to date have been:

In September 2012 we opened a 60 place pre-school and nursery on the school site which was judged as “outstanding” by OfSTED. Staff members are guaranteed access to this very popular and highly oversubscribed facility.

In July 2013 Mayfield School secured approval from Portsmouth City Council to extend our age range from 11-16 to 4-16 and become the city’s first ‘all through’ school and one of only a handful of state, single site, ‘all through’ schools in the country. With this change in status, the school has undertaken a significant building programme drawing on over £4 million in additional capital.

In September 2014, we welcomed the first intake into our primary section and became one of the most oversubscribed (5 applications per place) schools in the city, with 60 pupils joining us, many of whom were in our pre-school. Each year the school will continue to admit 60 pupils into Year R (plus 30 into Year 3) until the primary section fills by 2020 and the school reaches its maximum capacity of 1540 pupils across all phases.

In September 2016, Mayfield was inspected by OfSTED and was judged as ‘good’ in all areas. In particular, inspectors noted:

*“A comprehensive staff training programme has been the key driver in improving teaching in classrooms over the last two years”;*

*“The behaviour of pupils is good. The school runs smoothly on a day to day basis with a clear code of conduct”;*

*“Across the school, pupils benefit from positive relationships with their teachers”.*

Most recently, Mayfield has been successful in its bid for priority school building project (PSBP) funds which resulted in the construction of a ‘state of the art’ purpose built ‘all through’ school on the East Field of the current site. Work started in November 2019 and we moved in for the start of this academic year.

We are seeking to appoint a finance assistant to work with our HR and Finance Team. This role involves:

* Supporting the Co-Finance Managers in their duties;
* Supporting the HR function of the school;
* Undertaking general office admin duties - as required;
* Running the First Aid room - as required;
* Contributing to extra-curricular, duties and supervision - as required.

With the growth of our school, we are now looking to expand our non-teaching support team. Previous post holders have used this role as a springboard into other positions such as teaching training or more senior support staff roles.

To apply, please complete an application for and return this by 4:00pm on Monday 20th December to Mrs. Lynne Hollis, PA to the Headteacher, on [hollis@mayfield.portsmouth.sch.uk](mailto:hollis@mayfield.portsmouth.sch.uk) If you would like to discuss this post informally, then please contact the Headteacher’s PA on the email address above. Please note that we will be interviewing suitable candidates as we receive their applications, consequently, early applications are advised - we may close this recruitment process once all posts are filled.

Thank you for taking the time to find out the exciting changes taking place at our school.

Best wishes,



Mr. David Jeapes - Headteacher