



MULTI ACADEMY TRUST

Standing Together, Learning Together

Recruitment Pack

Standish Community High School

**Finance Officer
(Permanent contract)**

Closing Date: Friday 18th September 2020 at 8.00 am



Partner Schools in Mosaic

This is an exciting opportunity to join a thriving and expanding Multi Academy Trust that currently consists of three schools located across Lancashire. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts.



Standish Community High School

Kenyon Road, Standish, Wigan, WN6 0NX

Standish Community High School is the lead school within Mosaic MAT, The school's motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



SOUTHLANDS
HIGH SCHOOL
Endeavour for Excellence


Clover Road, Chorley, PR7 2NJ

At Southlands High School we believe that academic achievement and personal growth for every child goes hand in hand; therefore there is a high expectation and high ambition for each and every student in terms of their learning and progress and in the mutual respect we hold for each other in our learning community.



Golborne Community Primary School, Talbot Street, Wigan, WA3 3NN

All at Golborne Community Primary School strive to create an environment that is stimulating, welcoming, friendly and secure. An environment where children are encouraged to try their best and are praised for their efforts. Where high expectations are encouraged the development of the whole child is valued. We believe that through effective experiences and partnerships we can support and develop the individual, giving them skills they need to be independent, confident learners, capable of expressing themselves and with the ability to integrate into the community.





Standish Community High School

be Outstanding!

September 2020

Dear Applicant,

Finance Officer – Permanent contract,

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Support Staff Application Form

Standish Community High School is advertising for a permanent Finance Officer to commence employment as soon as possible.

The working hours will be 37 hours per week, term time plus 4 weeks, working 08.00 am - 16.00 pm Monday to Thursday and Fridays, 08.00 am - 15.30 pm.

Your completed application form should be accompanied by a covering letter. Completed application forms can be forwarded by email to: recruitment@mosaicmat.net.

Applications will be considered as soon as they are received and the closing date will be Friday 18th September 2020 at 8.00 am. Interviews are scheduled to take place week commencing Monday 21st September 2020.

Yours faithfully,

Mr A Pollard
Executive Headteacher



Standish Community High School

be Outstanding!

September 2020

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of Finance Officer at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1250 students. Our most recent Ofsted judgment, in November 2014, recorded an overall judgment of good in every category. However, we are working relentlessly to achieve "outstanding".

Our attainment figures for 2015 placed us in the top 100 non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the second year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. For the past two years our Progress 8 scores place the school in the top 20% of schools nationally. We were delighted that our successes continued in 2017 when we achieved our highest progress 8 score so far.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Head of School at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker
Head of School

Exam Results

| | 2017 | 2018 | 2019 | 2020 |
|--------------|-------|------|------|------|
| Attainment 8 | 54.26 | 55.8 | 54.6 | n/a |
| Progress 8 | 0.37 | 0.24 | 0.24 | n/a |

| Standish | 2017 | 2018 | 2019 | 2020 |
|---------------------------------------|------|------|------|------|
| 5 x 9 – 4 including English and Maths | 80 | 79 | 81 | 81 |
| English and Maths Grade 4 and above | 84 | 85 | 85 | 85 |
| 3 9 – 7 | 37 | 40 | 38 | 40 |
| 5 9 – 7 | 29 | 29 | 24 | 28 |

| | | | | |
|---------------------|----|----|----|----|
| English Grade 9 – 4 | 94 | 95 | 92 | 93 |
| English Grade 9 – 5 | 80 | 86 | 82 | 84 |
| English Grade 9 – 7 | 43 | 47 | 44 | 42 |

| | | | | |
|-------------------|----|----|----|----|
| Maths Grade 9 – 4 | 85 | 86 | 85 | 85 |
| Maths Grade 9 – 5 | 64 | 70 | 62 | 66 |
| Maths Grade 9 – 7 | 32 | 33 | 24 | 29 |

| Standish Subjects | Grade 9s – 2017 | Grade 9s – 2018 | Grade 9's - 2019 | Grade 9'S – 2020 |
|--------------------|-----------------|-----------------|------------------|------------------|
| English Language | 22 | 15 | 21 | 20 |
| English Literature | 35 | 19 | 16 | 21 |
| Maths | 16 | 15 | 12 | 16 |

JOB DESCRIPTION

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| Post Title: | Finance Officer (Permanent Contract) |
| Purpose: | <ul style="list-style-type: none"> To supervise the finance functions within the school under the direction of the Head of School / School Business Manager. Supervision of Finance & HR Assistant, including allocation and checking of work, induction and demonstration of duties. To ensure effective operation of the finance function of the school. To assist the School Business Manager with all aspects of the development of school finances. To ensure the safe receipt and handling of cash/cheques and the reconciliation of transactions. To co-ordinate and complete administrative routines relating to orders, invoices, cheques, income, payroll and the receipt and distribution of goods and services. To contribute to the provision of an effective environment for learning. |
| Responsible to: | Head of School / School Business Manager |
| Liaising with: | Head of School, Leadership Team, teachers, support staff, students, parents / carers, outside agencies and business partners |
| Working time: | 37 hours per week, term time plus four weeks Monday to Thursday 08.00 am to 16.00 pm and Fridays 08.00 am to 15.30 pm |
| Salary / Grade: | Grade 5, SCP 8 - 14 Actual salary £18,037.06 - £20,313.28 per annum |
| Disclosure Level | Enhanced |
| Conditions of Employment | No holidays are permitted during the 190 day teaching year. |
| Main Duties / Job Outline | <ul style="list-style-type: none"> To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers and contractors. To work within school policies and procedures. To maintain and update information held on the school's database, in particular those relating to finance including recording expenditure and income. To set up and maintain archive files and historical data. To assist in the collection, entry and extraction of data required to complete statutory returns. To process payments following required authorisation having been gained and ensuring cheques/online refunds/BACS payments are signed/authorised by relevant signatories. To maintain the school equipment register. To arrange for promotion of all areas relating to finance e.g. trips, online payments, cashless catering, newsletters, parents evening etc. To complete bank account reconciliations, ensuring that they are signed off by the Business Manager. To assist with the preparation of cash flow calculations and projections as required by the Business Manager. To ensure accurate VAT accounting for both income and expenditure. To issue school invoices and following up their prompt payment. To contribute to the evaluation and development of financial systems and procedures. To assist in the establishment of a list of approved contractors and suppliers to ensure best value. To assist the Business Manager in the co-ordination of the annual audit. |



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| | <ul style="list-style-type: none"> • To be responsible for all purchases made on the school purchase card and reconciling the monthly card statement • To ensure that students entitled to free school meals are recorded on the school's database and accurately reflect the Local Authority records. • To maintain both manual and computerised record and filing systems in line with audit requirements such as authorised signatories list, invoices, expenses, banking, cheque books etc. • To deal with correspondence/emails promptly and as required including distribution of invoices received, payment queries, communication received from suppliers, contractors and the bank. • Administration of the cashless catering system. • Processing internal charges e.g. printing, catering, rewards and duty allowances. • Preparing and distributing monthly budget holder reports. • To ensure all income and expenditure for school music tuition is correctly accounted for. • Responsible for all cash held in the school alongside the Finance Team. • Recording and monitoring the income and expenditure for school trips. • To support the development and promotion of an image which is consistent with the aims of the school. • Responsible for the day to day administration of petty cash. • To oversee the preparation of orders at the request of budget holders for authorising by senior staff. • To oversee the preparation of invoices for authorising by senior staff. To ensure that invoices are paid within the agreed terms and deal with all enquiries relating to them. • To oversee the receiving, recording and banking of all monies received into the budget and the unofficial school fund. Maintain records and ensure income is credited to correct budget heading. |
| Health and Safety Training | <ul style="list-style-type: none"> • To undertake Health and Safety Training on areas within the designated work area |
| Other Specific Duties | <ul style="list-style-type: none"> • To carry out the duties in the most effective, efficient and economic manner available • To continue personal development in the relevant area • To participate in the staff review and development appraisal process • To support the development and promotion of an image that is consistent with the aims of the school • Provide general clerical / admin support, when directed. • Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person • Commitment and support to ensure equal opportunities for all • Contribute to the overall ethos / work / aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as may be reasonably directed |
| School Ethos | <ul style="list-style-type: none"> • Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example • Promote actively the school's corporate policies • Comply with the school's health and safety policy and undertake risk assessments as appropriate |





Safeguarding of Children and Young People

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.

Date: September 2020



Person Specification

Finance Officer

| Aspect | Essential / Desirable | Application / Interview / Reference |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|
| Experience | | |
| Experience of working in a busy finance team | E | A, I |
| Experience of using schools' administrative and financial systems, including SIMS and HCSS Accounting | D | A, I |
| Ability to work accurately, with attention to detail | E | A, I, R |
| Experience of school related finance procedures | E | A, I, R |
| Experience of development, management and operation of administrative / finance systems | E | A, I, R |
| Experience of managing budgets | D | A, I, R |
| Experience of working within a school setting or learning resource facility | D | A, I |
| Experience of a range of financial responsibilities including accounting for cash | E | A, I, R |
| Training & Qualifications | | |
| Minimum of 3 GCSE's Grades (A to C) including English & Maths or equivalent qualifications to NVQ Level 2 / QCF credit value | E | A, I, R |
| NVQ level 2 in Business, Finance or Accountancy or equivalent relevant qualification / QCF credit value or willingness to work towards within agreed timescales | D | A, I |
| AAT Level 3 qualification or working towards | D | A, I |
| Knowledge & Understanding Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post | | |
| Knowledge of school funding and financial procedures | E | A, I |
| Highly motivated with the ability to prioritise and meet tight deadlines | E | A, I, R |
| To have an understanding of audit requirements | E | A, I |
| Fully competent in the use of ICT packages e.g. Microsoft word, Excel | E | A, I, R |
| Excellent time management, administrative and organisational skills, prioritising own workload | E | A, I, R |
| Able to use own initiative and work independently without direct supervision | E | A, I, R |
| Per Personal Skills, Abilities and Competencies Applicants should be able to provide evidence that they have the necessary skills and abilities required | | |
| Ability to deliver polite, courteous and efficient customer service | E | A, I |
| Excellent communication and inter-personal skills | E | A, I |
| Ability to use initiative to respond to and resolve problems | E | A, I |
| Ability to work effectively independently and as part of a team | E | A, I, R |
| Ability to work with frequent interruptions | E | A, I, R |
| Ability to evaluate and develop administrative systems to create more efficient practices | E | A, I |

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|-------------------------------------------------------------------------------------------------------------|---|-------|
| Resilience and confidence to work efficiently in a busy and demanding environment | E | I, R |
| Proven ability to establish and maintain contact with a broad spectrum of individuals and external agencies | E | I, R |
| Ability to establish and maintain, confidential and sensitive relationships where appropriate | E | I, R |
| Adaptable, flexible, diplomatic, tactful and committed to success | E | I, R |
| Willingness to work occasional unsocial hours | E | I, R |
| Understanding procedures with regard to Safeguarding | E | |
| Be aware of Best Practice with regard to working with young people | E | L, I |
| Personal Qualities | | |
| Tact and a sense of humour | E | A, I |
| A personal and friendly nature | E | A I R |
| Application | | |
| Accurate completion of school application form | E | A |
| Letter which addresses person specification, evidence in letter and application | E | A |
| High standards in spelling and writing | E | A |
| Legal Issues | | |
| Legally entitled to work in the UK | E | A |
| Valid UK Driving Licence | D | A |
| Enhanced DBS Clearance | E | |