



Girls' Learning Trust (GLT)

**GLT Purchase to Pay Assistant
(part time)**

Application Pack



Contents

Letter from the CEO	3
Trust Information	4
Job Description	6
Person Specification	8



Letter from the CEO

May 2018

Dear Candidate,

Thank you for your interest in the position of part time GLT Purchase to Pay Assistant at the Girls' Learning Trust (GLT). This role will form part of the GLT Finance Team.

We aim to be a multi-academy trust of truly outstanding schools, providing excellent academic teaching as well as first class care, guidance, support and development, so that our students enjoy a positive experience during their time at school and leave well prepared for life beyond. That aim applies not only to our students but to all our staff as well.

We are seeking to appoint a talented and energetic person, ideally with past experience in a similar role, to join our team and become a valued member of our team.

I hope you will find the information in this pack interesting and informative.

We very much look forward to receiving your application.

Kind regards

A handwritten signature in purple ink that reads "J Burton".

Jane Burton
CEO



Girls' Learning Trust (GLT)
Message from Jane Burton, CEO

I am delighted that you are interested in a position in one of the GLT schools.

The Trust was formed in September 2015 and initially consisted of two schools: Nonsuch High School for Girls and Wallington High School for Girls. In April 2018, Carshalton High School for Girls joined and further strengthened our Trust. All three schools are located within the London Borough of Sutton and are within easy reach of each other.

The aims of the Girls' Learning Trust are to deliver a first class education for girls ensuring that they realise their full potential and leave the Trust well prepared for their future. With around 4000 students and a highly effective operating model, GLT gives member schools the financial strength to drive school improvement and provides increased opportunities for students and staff across the trust. We aim to be a 5 school Trust by the end of 2020, retaining the all-girls identity and operating within the London and South East region.

The aims of GLT are achieved through:

- Delivering excellent standards of teaching and learning consistently across the Trust based on the setting of high expectations for all and an evaluative approach to improving performance that secures strong outcomes for all our students.
- Developing strong collaboration across the Trust ensuring each school is a giver and receiver of support where needed.
- Ensuring effective professional development and career progression opportunities across the Trust in order to recruit and retain excellent staff.
- Delivering effective pastoral provision to all our students ensuring they are supported, developed and well cared for during their time in the Trust.
- Developing a strong understanding of how best girls learn, develop and thrive and using this to underpin our approach to education across the Trust.
- Promoting and developing high aspirations for our young women allowing them to become the successful female leaders of the future.
- Creating an exciting, challenging and creative curriculum across the Trust, both inside and outside of the classroom, to allow all students to realise their full potential.
- Securing a financially viable Trust through strategic financial management and by working collaboratively to secure financial efficiencies.
- Communicating effectively with and valuing all of our stakeholders realising the important role they play in the Trust.

For more information on the Trust please

follow the link below:

www.nonsuchschool.org/321/welcome-from-the-ceo

The Trust model brings many advantages to staff at all levels in the schools. Free from some of the strategic, financial and operational responsibilities of a standalone role, the primary focus of the school Headteacher role within the GLT structure is to provide highly effective leadership and support of the teaching and learning within their school alongside day to day management. The school Headteacher is accountable for securing strong student outcomes and the delivery of an excellent standard of education for all students in their school. The Director of Finance and Operations (DFO) is accountable for ensuring a financially viable and efficient Trust and leads the team of Trust staff across Finance, HR, IT and Premises. The DFO and the Headteacher in each school report to and are supported by me in my role as CEO.

Staff are able to benefit from many different opportunities for development across the Trust. These include the opportunity to attend the annual GLT conference that brings all staff in the Trust together and the chance to participate in trust training and development across a number of areas. In addition, when you are at the stage when you want to consider moving to the next level in your career, a larger Trust brings more opportunities than a stand alone school may do.

Although the Trust plays an important role in each school, the GLT model ensures and values the fact that each school retains its own unique identity within the Trust which can be seen when visiting each school or looking at the website.

I hope that after reading this information pack you decide to submit an application.

Jane Burton, CEO

Job Description:	GLT Purchase to Pay Assistant
Line Manager:	GLT Purchase to Pay Supervisor
Supervisory Responsibility:	None
Grade:	GLT Range 4 (£22,509 FTE), depending on experience
Hours:	16 hours/week (term time + INSET), plus 2 weeks
Location:	Wallington, with travel to GLT schools as necessary

Main purposes of the job

1. To support the Trust's purchase-to-pay process
 2. Liaison with stakeholders & suppliers
 3. To undertake day-to-day management of charge/procurement cards, expenses and ad hoc items
 4. To provide support to change initiatives across the finance team, Trust & schools
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Main responsibilities and tasks

1. To support the Trust's purchase-to-pay process

- To manage day-to-day tasks relating to purchasing, invoice clearance and payment processes (including raising purchase orders, organising the approval of and paying invoices, scanning and filing invoices). There is one purchase ledger at each school, plus a central GLT purchase ledger (for example for audit fees).
- To manage a process for checking that goods deliveries are signed off against orders, to ensure that goods and services have been received as originally agreed.
- To assist with the payment of all invoices and statements of account.
- To support the GLT Purchase To Pay Supervisor in ensuring the smooth and efficient running of the purchase-to-pay process.
- To work towards 'super user' status, in terms of knowledge about the purchase to pay aspects of the financial accounting system, and be pro-active in identifying and implementing improvements in financial controls and process improvements.

2. Liaison with stakeholders & suppliers

- To support budgetholders and requisitioners in their day-to-day use of PS Financials, ensuring that the workflow is captured via PS Financials and is not undertaken manually.
- Working with the GLT Purchase To Pay Supervisor, to run regular training sessions and support networks for budgetholders and requisitioners.
- To liaise with budgetholders regarding current budgets and transactions, and to assist budgetholders with specific tasks, such as curriculum budgets, school production, etc
- To liaise with external suppliers regarding deliveries, payments and missing/queried items. Over time, to look for procurement savings from 'bundling' GLT expenditure.

3. To undertake day-to-day processing of expenses and ad hoc items including income and supporting the Trust Parent Payment systems

- To implement careful procedures for the use of internet ordering and card payments, whilst enabling the Trust/schools to benefit from cheaper goods and efficiencies.
- To manage the payment of expenses to staff in a timely fashion (usually within 1 week during term-time))
- To undertake the banking of cash when required (e.g. student-led charitable mufti events). However, it is generally the case that the Trust is 'cashless' and there is no petty cash.
- To assist with the quarterly re-charge of print-photocopy expenses to budgetholders
- To assist with the running of the Trust Schools Parent Payment systems. (sQuid and Parent Pay)
- To close trips off financially ensuring all costs are charged to the trip, working with the Enrichment officer.

4. To provide support to change initiatives across the finance team, Trust & schools

- To support change initiatives as required across the team, Trust and individual schools. To meet these needs flexibly, accepting that responsibilities may need to be varied, as needed.
- To undertake any other duties that arise from time-to-time and that are required to meet the needs of the finance function, when requested by the GLT Purchase To Pay Supervisor.

General duties

- To be aware of and comply with GLT policies and procedures, including those relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require. The Job Description will be subject to periodic reviews to fit in with the needs of the Trust and provide development opportunities as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time.
- To participate in training, other learning activities and performance development as required.

Key measures of success

1. Purchase-to-pay processes are managed efficiently and accurately.
 2. Stakeholders are engaged and satisfied with the financial information and processes in use
 3. The financial management system is up-to-date and reflects the Trust's financial position.
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GLT Purchase to Pay Assistant: PERSON SPECIFICATION

The post holder will be confident about working in a small, busy and dynamic team with a wide range of different areas of focus. They should be adept at being flexible and prioritising tasks where needed as well as being a very good communicator. Professionalism and confidentiality will be expected at all times.

In the table below E= essential and D= desirable.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> Experience of working in a finance function 	<ul style="list-style-type: none"> Experience of the education sector/schools 	Application Form Interview
Education & Training	<ul style="list-style-type: none"> Educated to A Level standard Minimum C Grade Maths at GCSE 	<ul style="list-style-type: none"> Professional finance / accountancy / bookkeeping qualification 	Application Form Educational Certificates
Skills & Abilities	<ul style="list-style-type: none"> Analytical, accurate & methodical. Excellent MS Excel skills to present data Excellent problem solving skills. Ability to use initiative in completing tasks. Excellent communication skills. Co-operative in achieving the team goals. Ability to prioritise workload, as needed, and work under pressure 	<ul style="list-style-type: none"> Knowledge of PS Financials would be an advantage 	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> Service centred approach (in support of the Trust's activities) Ability to work collaboratively with the GLT Purchase To Pay Supervisor Resilience in a fast paced MAT environment 	<ul style="list-style-type: none"> Empathy with young people Empathy with the ethos of the Trust – excellence in girls education for 11-19 year olds Willingness to 'lend a hand' and 'join in' with Trust/school activities 	Interview