



RECRUITMENT INFORMATION PACK

Finance Officer and Office Manager

Worlaby Academy
Low Road
Worlaby
Brigg
DN20 0NA

RECRUITMENT INFORMATION PACK

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March 2018

Dear candidate

Thank you for showing an interest in the role of Finance Officer/Office Manager at Worlabby Academy.

The academy is a small rural primary school with 82 pupils currently on roll. Our last Ofsted inspection rated us as a good school.

The team at Worlabby academy are a very warm, caring and supportive group of people. Delta Academies Trust's motto is 'Together we are stronger' and at Worlabby Academy we believe that when staff, parents and children work together all children, irrespective of their background, can succeed and achieve their ambitions. We work together to provide a happy, caring, safe and stimulating environment where learning is fun and everyone is encouraged to reach their full potential. We aim to broaden children's minds and raise their aspirations.

Yours sincerely

Sharon Hatton

Principal
Worlabby Academy

Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve. You can find out more details about Delta and our academies at www.deltatrust.org.uk

Vision

‘Changing lives’

Mission Statement

To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.

Strategies

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the ‘Seven Principles of Public Life’
- Promote environmental awareness and protection locally, nationally and globally

Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development – Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension – Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at www.deltatrust.org.uk

Completed applications should be returned to jobseast@deltatrust.org.uk or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>

Finance Officer and Office Manager
Permanent / 28 hours per week / Term time only 38 weeks per year
Grade E, point 20 - 22, £19,430 - £20,661 Pro Rata
Required from 15th May 2018

Worlabby Academy is sponsored by Delta Academies Trust, an educational organisation which in partnership with its schools delivers the best possible outcomes for young people and families in the local communities in which they serve.

We are looking for an enthusiastic, conscientious, talented and caring person, with a professional approach to their work, to join the staff of our well established and active academy.

We look forward to you joining our dedicated and supportive team.

Closing Date: Monday 26th March 2018 at 12 noon

An application pack can be downloaded from
<http://recruitment.deltatrust.org.uk/>

or by contacting our recruitment team on
0345 196 0095 or by email jobseast@deltatrust.org.uk

The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

JOB DESCRIPTION

Post: Finance Officer & Office Manager

Salary: Grade E (p.t 20 – 22)

Working weeks: Term Time Only (38 weeks)

Responsible to: Principal

Purpose of the job:

To provide a comprehensive range of confidential administrative and financial services to the Principal. To ensure the academy's financial management is sound and procedures are adhered to, and relevant reports are forwarded to Delta central finance in timely manner. To liaise with the Principal to ensure the smooth running of the academy administration processes on a day to day basis.

Duties and responsibilities:

- To liaise and work with Delta core finance to undertake relevant administration to the academy, advising as appropriate to both the management team and staff of best practice and procedures to be followed
- To manage the processing of orders, invoices and payment for goods and services, using Civica software
- To ensure purchase order or invoice related queries are dealt with speedily and effectively and are appropriately authorised
- To check financial transactions to ensure that correct procedures are adhered to in line with Delta Academies Trust Financial Regulations Handbook
- To assist in ensuring effective procurement practice and ensuring Best Value principles are met
- Obtaining quotes for goods and services where necessary
- To manage the day to day running of the Petty Cash account, issuing cheques and handling cash
- To ensure all orders are delivered in the agreed timescales, deliveries match the academy purchase orders and any discrepancies are queried with the supplier
- To maintain filing systems to fulfil audit requirements
- To maintain manual and computerised records / management information systems including Civica, SIMS, Evolve, Every and Disclosure Forms
- To ensure procedures are followed in collecting, receipting and banking all monies received
- To take all monies received to the bank when required
- To produce monthly management accounts including bank, purchase ledger and sales ledger reconciliations
- Produce monthly variance analysis of actuals to budgets
- To develop 5 year forecasts using HCSS in conjunction with Delta core finance
- To submit all payroll documentation per payroll monthly deadlines and support recruitment processes and changes to contract administration

- To work with Delta Academies Trust payroll and HR services to undertake relevant administration to the Academy and ensure that all returns are completed and submitted within the specified time allocations
- To take notes at meetings as required
- Co-ordination of the production of school publications, including staff bulletins and information to parents
- Responsible for ensuring that all pupil records are accurately maintained and updated including the academy's Single Central Register
- To be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to an appropriate person
- To attend and participate in meetings, training and other learning activities and performance development as required
- To contribute to the overall ethos/work/aims of the Academy and Trust

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other Trust staff
Internal: Students, staff, EAB members, parents and visitors to the academy

This job description may be subject to change, following consultation between the post holder and the Academy

PERSON SPECIFICATION
Finance & Office Manager

	Essential	Desirable	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE Grade C in English and Maths, or equivalent	✓		A/C
Proficient in the use of Microsoft Office Software Package	✓		A/I
Word Processing/Typing qualification e.g. RSA / e-type or equivalent	✓		A/C
NVQ Level 4 or equivalent in Business Administration		✓	A/I/C
A3, NVQ or equivalent qualification or experience in finance		✓	A/I/C
A knowledge of Best Value and financial regulations		✓	A/I
AAT Qualified		✓	A/I
EXPERIENCE			
Experience of working as a Secretary or Personal Assistant	✓		A/I/R
Experience of clerical, administrative and word processing work	✓		A/I/R
Experience using a variety of software including spreadsheets, databases and PowerPoint	✓		A/I
Experience of managing staff	✓		A/I
Experience of using accounts and budgetary software	✓		A/I
Experience of cash handling	✓		A/I
Experience of working in a finance related environment	✓		A/I
Experience of working in education or other local government organisation		✓	A/I
SKILLS			
Good organisational and personal management skills	✓		A/I
Effective communication skills including good written and verbal skills	✓		A/I/R
Good ICT skills	✓		A/R
Be able to work independently and be a team player	✓		A/I/R
Effective time management	✓		A/I/R
The ability to meet deadlines	✓		A/I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Commitment to self and team development	✓		A/I
Work in ways that promote equality of opportunity, participation, diversity and responsibility	✓		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The post holder will require an enhanced DBS	✓		C

