



Staffordshire University Academy
Finance and Support Assistant
Application Pack



“There is a strong sense
of community and
togetherness.”

Ofsted 2023



 **Staffordshire
University
Academies
Trust**

Principal Introduction

Thank you for showing an interest in joining Team SUA!

In recent years we have transformed our culture and approaches to education which resulted in Team SUA achieving a 'Good' grading in all areas in our recent Ofsted inspection in October 2023.

We are at a really exciting stage in our history, we have rapidly growing student numbers, a growing sixth form and staff who are completely aligned to our simple mission of transforming the life chances for the children in our community,

Our students follow a simple RESPECT code which instils the right level of focus for the very best learning to occur. We underpin everything on our three academy values 'Aspire, Believe, Achieve!'

We are innovative in our approaches to teaching and learning, sourcing ideas from international practices. Successful learning is supported by having strong partnerships and we work to achieve this through excellent communication between the academy, parents, governors and the local community. We expect students to be engaged with the curriculum in a creative and innovative way, but not forgetting about the core values of education, ensuring they are equipped with skills necessary in today's modern world.

Over the past few years we have built strong partnerships with the Birmingham Repertory Theatre and with many local businesses who enrich the experiences of our students with once in a lifetime opportunities. We arrange a range of residentials, both locally and internationally and we are constantly exploring other opportunities to provide additional enrichment for our students.

Finally, we are proud to be part of Staffordshire University Academies Trust (SUAT). Our family of twenty-one schools has a collective mission to 'Achieve Better Outcomes' for everyone.

We are delighted that you are interested in joining the team, if you are able to – please come and see us in action!

Mrs Rowena Hillier



Reasons to join SUA



Culture

We have an ethos of 'Culture Eats Strategy for Breakfast' – our positive culture is about the central mission of 'improving the life chances of our students'. Staff are friendly, positive and have brought around historical change at SUA through teamwork and innovation.



Wellbeing

Our staff satisfaction is excellent. Staff have access to a suite of wellbeing opportunities, such as daily tea and toast in our staff room, golden tickets, not meeting for meeting's sake, wellbeing days etc. but our approach is not tokenistic. We work as a team to reduce workload issues, such as marking, so that any growing pressures can be easily addressed.



Evidence Informed Practice

All of Team SUA (teaching and support) are evidence informed. Staff run year long projects as part of their own appraisal process. In September 2023 all of our work was published in Ross Morrison-McGill's book 'A Guide to Questioning' – an achievement we are all really proud of. The work that colleagues complete then influences policy and future plans for the academy.



Wider Opportunities

Our sponsor, Staffordshire University, supports our staff in pursuing further qualifications, such as a Masters in Education. Staff are encouraged to complete NPQs. We also have proud links with The Birmingham Repertory Theatre as well as with many local businesses. More recently we have launched our own in-house football academy.



Quality of Education

We have a wide and varied curriculum which has a broad offer of the arts and languages. We don't prescribe pathways for students. Our drive for the curriculum is 'Teach to the Top,' we don't differentiate but ensure that the work is always pitched to the top with adaptive strategies to ensure all students, regardless of their need, continue to grow.



Typicality

We moved away from graded observations several years ago, which helped transform our developmental approach to teaching. We truly believe that no member of staff is the finished article. Staff at any stage in their career share typically great practice to constantly improve.

Contact us

info@suacademy.co.uk

01543 224700



Post: Finance and Support Assistant

Why here? Why Now?

Staffordshire University Academy is a rapidly improving academy, as recognised in our most recent Ofsted report. Team SUA are looking to recruit a Finance and Support Assistant to join our growing business team. We are committed to continually improving the quality of our provision. We have access to high quality facilities and resources and work within a strong team structure that allows best practice to be shared. Staff benefit from a positive working environment, with strong support for professional development. The successful candidate will join a team of friendly and supportive colleagues who want to achieve the very best for our students.

Post: Finance and Support Assistant

Salary: Grade 4, 37 hours Term-time only

Deadline: 10th March 2025

Job Description

Responsible to:	Finance and Support Manager
Responsible for:	Under the direction of the academy Finance and Support Manager to provide general financial and business support to Staffordshire University Academy.
Nature of post:	37 hours, Term-time
Academy Purpose and Values	<p>Aspire, Believe, Achieve!</p> <p>At Staffordshire University Academy we aim to nurture all students to ensure they are happy and confident learners. Through an environment that provides inclusive learning opportunities for all; they can achieve their personal best and aspire to be successful in the future.</p> <p>Students will learn to be reflective and be taught the importance of respect and tolerance for others. Young adults leaving SUA will contribute positively to the local community and be fully prepared for life in modern Britain.</p> <p>We will instil the fundamental values of democracy, freedom, a wider understanding of different faiths and beliefs; celebrating diversity. Students will appreciate the clear link between rights and responsibilities and know the difference between right and wrong.</p> <p>The above will be achieved through the delivery of great teaching, excellent communication between the academy, parents, governors and the community and an insistence on the highest standards of behaviour from all.</p>
Support for Financial Management	<ul style="list-style-type: none"> • Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required. • Undertake complex financial administration procedures. • Assist with the planning, monitoring and evaluation of budget. • Manage expenditure within an agreed budget. • Assist with the ordering, processing and payment for all goods and services provided to the academy; the operation and regular reconciliation of credit card statements; maintenance of an assets register; and preparation of invoices, collection of fees and other dues, and recovery of bad debts.

Support for Financial Administration	<ul style="list-style-type: none"> • Research and negotiate with suppliers to obtain best value and value for money, using catalogues, websites etc • Receipt, recording and banking of all monies • Review all aged debtors and creditors balances over 30 days old • Undertake the administration of payment systems, such as ParentPay, including responding to queries from parents, transport payments and liaison with the catering contractor. • Undertake the administration of academy lettings including invoicing and chasing old debts • Undertake the administration of all school trips ensuring payments are collected and bookings made. • Assist in preparation for auditors as required • Raise sundry debtors' invoices as required • Assist with the processing of invoices ensuring all transactions are properly authorised and approved.
Support for Organisational Management	<ul style="list-style-type: none"> • Undertake reception duties, answer routine telephone and face-to-face enquiries and sign in visitors. • Assist with pupil welfare duties • Basic first aid • Manage manual and computerised record/information systems. • Analyse and evaluate data/information and produce reports/information/data as required. • Undertake typing and word-processing and complex IT based tasks. • Operate relevant equipment/complex ICT packages. • Undertake research and obtain information to inform decisions. • Assist with marketing and promotion of the school including the creation of digital artwork. • Undertake research and obtain information to inform decisions. • Provide administration and organisation support to staff • Assist with the administration and support of accident/incident reporting. • Assist with updating the website • Assist with the delivery of increased communication with parents and the wider community through the academy website and other channels.
Business Team	<ul style="list-style-type: none"> • To contribute to the planning, development and organisation of the business team systems, procedures and policies. • To provide personal, administrative and organisational support to other staff. • To deal with complex reception/visitor matters if required. • To provide advice and guidance to staff and others.
General Duties	<p>The expectations of all Staffordshire University Academy staff are:</p> <ul style="list-style-type: none"> • To act professionally at all times. • To play a full part in the life of the academy community, to support its mission and ethos and to encourage staff and students to follow this example. • To be flexible and adaptable. • To adhere to the ethos of the Trust. • To set an example of personal integrity and professionalism, by working as a team. • To maintain complete confidentiality. • Any other duties required by the Principal that are commensurate with the grade of this post.
Safeguarding:	<ul style="list-style-type: none"> • Staffordshire University Academy is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.

Other responsibilities

- To play a full part in the life of the academy, to support its vision, ethos and policies and to encourage and ensure students follow this example
- To continue personal professional development
- To engage actively in the academy's appraisal process including the completion of annual evidence informed research project

Personal responsibilities

- Work to a high professional standard and observe confidentiality as appropriate
- Comply and assist with academy policies and procedures and report all concerns to an appropriate person.
- Set an example to students acting as a positive role model in all aspects including professional dress, presentation, attendance and punctually
- Be prepared to work flexibly, both in and out of the academy day

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

This academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a background internet check (including social media) criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Person Specification

Post: Finance and Support Assistant

In your application, please demonstrate how you meet these criteria.

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> NVQ 3 Business and Administration or equivalent qualification or experience in a relevant discipline. 	<ul style="list-style-type: none"> Basic First Aid training (e.g. emergency first aid course) 	A
Work Related Experience and Associated Skills	<ul style="list-style-type: none"> Good numeracy and literacy skills Experience of development, management and operation of administrative systems. Financial acumen Well-developed interpersonal skills to be able to relate well to a wide range of people. Work constructively as part of a team whilst being able to demonstrate initiative. Good communication skills. Proficient in the use of Microsoft Office. Good organising, planning and prioritising skills. Methodical with a good attention to detail. 	<ul style="list-style-type: none"> Proficient in the use of SIMS, ParentPay, MyView and PSF Financials. Full working knowledge of relevant policies/practices and external regulations. . 	A/LO/I/R
Personal Skills/Specialist Knowledge	<ul style="list-style-type: none"> Self-critical, awareness of own strengths and development targets, and professional development requirements. Takes responsibility for ensuring customer care. Accepts, supports and quickly implements change. Requires minimum supervision. Ability to articulate, form and maintain appropriate relationships and boundaries with children and young people. Takes quick and effective action. Takes responsibility for own actions. 	<ul style="list-style-type: none"> Experience of school finance 	A/LO/I/R
Personal Qualities	<ul style="list-style-type: none"> Professional, enterprising, personal impact. Outgoing, warm personality, approachable, inclusive. Positive, adaptable, self-motivated, self-confident and reliable. Energetic and enthusiastic. Calm under pressure, emotionally intelligent. 	<ul style="list-style-type: none"> Commitment to contribute to academy life 	I/R

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| | <ul style="list-style-type: none">• Sensitivity, fairness, tact and discretion.
Commitment, generosity of spirit. | | |
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We will be carrying out an online search about you for information that that is publicly available online. This will include all social media accounts you may hold. Please note this process will only be carried out on shortlisted applicants and before interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in paragraphs 221 of Keeping Children Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our safeguarding schedule which is available on request.

A = Application I = Interview LO = Lesson Observation R = Reference

Staffordshire University Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.