



Diocese of Salisbury
Academy Trust

'Beyond expectations for all of God's children'



Wilton
CE Primary School

Finance and HR Administrator

**Working for the
Diocese of Salisbury Academy Trust**



**Welcome to the Diocese of Salisbury Academy Trust (DSAT)
and thank you for your interest in working with us. The Trust is based at the
Diocesan Education Centre in the historic village of Wilton, located three miles
to the West of the mediaeval city of Salisbury.**

In this pack we have enclosed some interesting and useful information about the Trust, which works with fifteen academies across the Diocese. You can find out more about these and the strengths of our organisation on our website at www.dsat.org.uk. We take safeguarding seriously and candidates will be subject to rigorous procedures to ensure that our children are suitably protected at all times. This will include an enhanced DBS check for all successful candidates before employment is confirmed.

This recruitment pack includes:

DSAT Vision and Values

This document outlines the strength of the ambitions that we have for our Trust and our vision for all of the children in the Trust.

Job Advert and how to apply

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

Job Description and Person Specification

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

Application Form

To apply for the role you are required to complete an application form and return this to the academy or the Trust HR department (please read the instructions carefully) before the closing date. We do appreciate the time taken to complete the application form. Unfortunately CVs will not be accepted.

Equal Opportunities Monitoring Form

We are committed to equality in the workplace and supporting the development of all our employees.

Privacy Notice

We want you to be aware of how any personal data you provide will be processed up to and beyond the appointment of a successful candidate.

Living and working in our Diocese

We have aimed to capture a brief overview of the rich social and cultural diversity across our beautiful area.





Diocese of Salisbury Academy Trust

'Beyond expectations for all of God's children'

Our vision is for the growth of thriving Christian learning communities, providing everyone with the opportunity to achieve more than they ever thought possible. Christian service is at the heart of all we do, as we help young people to develop excitement in learning and to live life to the full. We value everyone equally and demonstrate this through our words, actions, community life and the quality of the opportunities we provide.

Children and young people at the heart of all we do

Our young people will be inspired to develop academically and spiritually, aspiring beyond their own and others' expectations.

Faithfulness to our Christian tradition

We put God's love into action through our values of love, reconciliation, hope, forgiveness, peace, grace, justice and joy. Working with our parishes and communities, we encourage an understanding of the significance of faith through teaching, worship and prayer.

Striving for excellence

We love learning and are passionate about the high standards we can achieve in all aspects of life.

Collaboration

We build strong partnerships, learning with and from others as we challenge ourselves to reach new heights. We give of our best and expect the best from one another.

Celebrating success

We celebrate the achievements of every individual and share our successes widely.



'I can do everything through Christ, who gives me strength'





Wilton CE Primary School

Everyone Belongs, Everyone Achieves

Head Teacher: Mr Richard Boase

Wilton CE Primary School
Burcombe Lane
Wilton
Wiltshire
SP2 0ES
01722 742621
office.wilton@dsat.org.uk
www.wilton.dsat.org.uk

Dear Applicant,

Thank you for your interest in the post of Finance and HR Administrator at Wilton CE Primary School. We are a happy school located in Wilton on the outskirts of Salisbury with 175 children on roll including a 10 place resource base for children with speech, language and communication difficulties.

Wilton school is on a rapid journey of improvement and we are looking for a dedicated person to join our admin team to help in the smooth running of the school. The successful candidate will be motivated and committed to the school and able to work within a small admin team.

There is a dedicated staff team at Wilton who are willing to go the extra mile for the children and enjoy challenging themselves and the children alike. Everyone within the school upholds our school values of Courage, Kindness, Love, Perseverance and Respect in all that they do. The wider community is very important to us and we are looking at ways of building links within the community to support the school.

Visits to the school are welcome, please call to arrange an appointment. For further information or to have an informal discussion please call the school on 01722 742621 or email rboase@dsat.org.uk

Yours sincerely,

R. Boase

Richard Boase
Head Teacher

Background to DSAT

The Diocese of Salisbury Academy Trust (DSAT) was established at the end of 2013 to provide a home for schools within the Diocese of Salisbury who wanted to convert to academy status. At the start of the academic year 2018-19, the Trust has fifteen academies. Whilst the Trust is a separate entity to the Diocesan Board of Education (DBE), they work together in dynamic and strategic partnership to transform provision and outcomes for the children in their care.

Alongside its improvement work in its current member academies, the Trust is working actively with other schools and the Regional Schools Commissioner (RSC) to grow its family of academies. This will enable a greater level of system-led improvements, further opportunities for collaboration between leaders and staff at all levels of the organisation and better economies of scale, vital in the current challenging economic climate.



DSAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts.

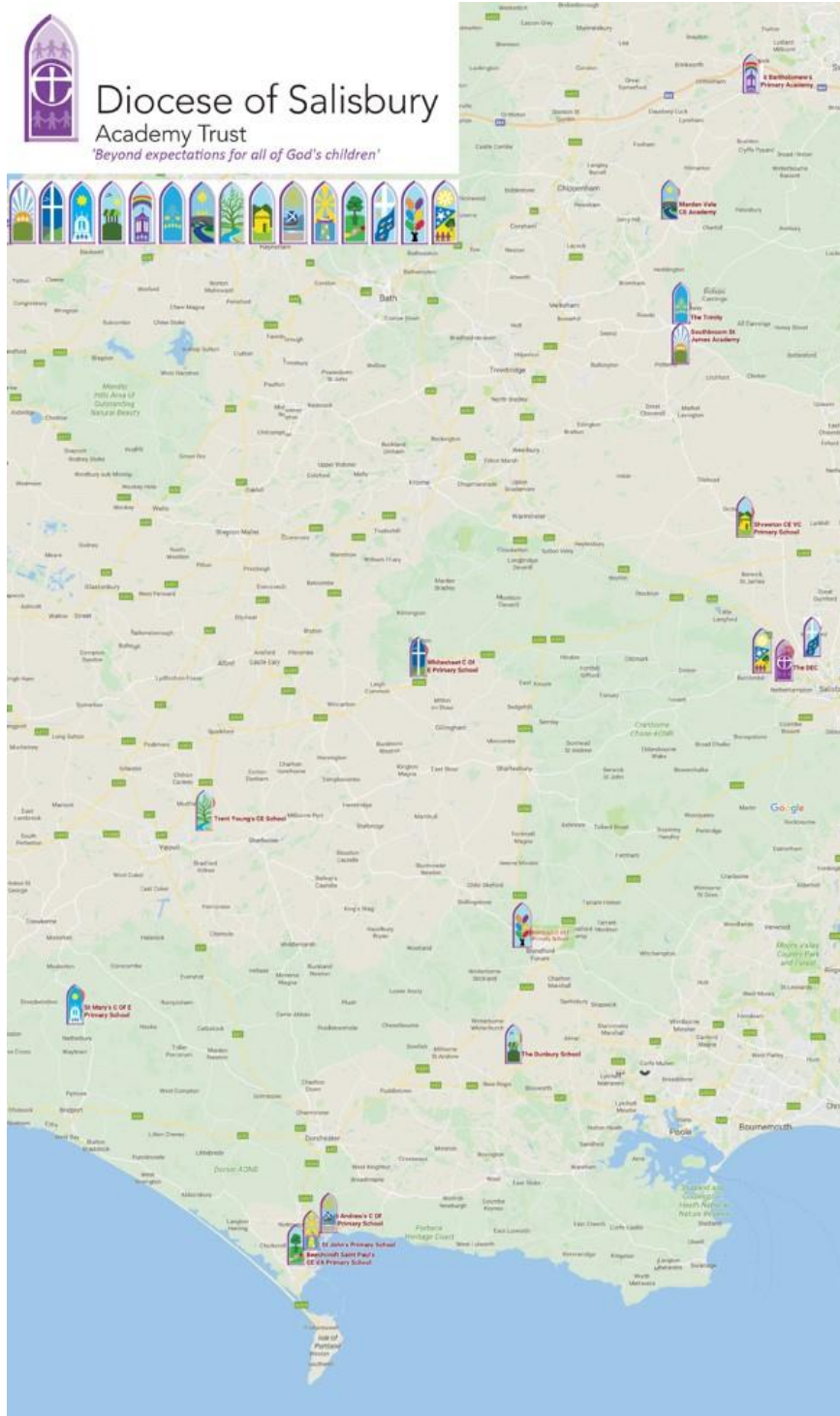
- Individual schools that can thrive in their own context and in line with their own vision and values;
- A home for church schools committed to maintaining their distinctiveness, based upon their Christian values;
- A home for schools without a Christian foundation, who are wanting to work with us in partnership to secure better outcomes for children;
- A dynamic collaboration, working in conjunction with a range of partners, to deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- The flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;
- Opportunities to operate in close partnership and strong relationship with the DBE, the RSC and local authorities for the good of our academies.



The Salisbury Diocesan Board of Education (SDBE), formed in 1830, is one of the oldest formal diocesan bodies. Many of the church schools were founded before that date, and the Board, or Council as it was called then, was formed to support their work and to promote new schools. The Diocese today extends over 2000 square miles, with a population of just under 860,000. There are a total of 195 schools and academies serving 40,000 children. We work across a number of counties and local authorities, working closely in mutually beneficial partnership with them in order to progress the life-chances of the children in our care. We are open to both church and non-church affiliated schools across the region.

Our Academies

Our Trust consists of a number of academies across the Diocese of Salisbury and is growing all the time. Our academies are organised into localised hubs where they are able to work more closely together to collaborate on teaching and learning development. We are very proud of our family of schools. They link up often for professional learning, peer review and activities involving children.



DSAT Thrive Hub

The Trinity CE Academy, Devizes
www.trinityprimaryacademy.dsat.org.uk
Southbroom St James Academy, Devizes
www.southbroomstjames.dsat.org.uk
St Bartholomew's Academy, Royal Wootton Bassett
www.st-bartholomews.dsat.org.uk
Marden Vale CE Academy, Calne
www.mardenvale.dsat.org.uk

DSAT Spire Hub

St Peter's CE Primary Academy, Salisbury
www.stpeters.dsat.org.uk
Wilton CE Primary School
www.wilton.dsat.org.uk
Shrewton CE Primary School
www.shrewton.dsat.org.uk

DSAT Emmaus Hub

Dunbury CE Academy
www.dunbury.dsat.org.uk
Milldown CE Academy, Blandford
www.milldown.dsat.org.uk
Whitesheet CE Primary Academy, Zeals
www.whitesheet.dsat.org.uk
Trent Young's CE Primary School, Trent
www.trentyoungs.dsat.org.uk
Beaminster St Mary's Academy
www.beaminsterstmarys.dsat.org.uk

DSAT Weymouth Bay Hub

St Andrew's CE Primary School
www.standrews.dsat.org.uk
St John's CE Primary School
www.stjohns.dsat.org.uk
Beechcroft St Paul's CE Primary School
www.beechcroft.dsat.org.uk

Job Advert

Job Title	Finance and HR Administrator
Academy Name	Wilton CE Primary School
Location	Burcombe Lane, Wilton, Wilts SP2 0ES
Hours	30 hours per week, term time + 10 days
Contract Type	Permanent
Salary	£19,446 - £21,075 FTE pro rata
Pension	Local Government Pension Scheme
Contact	rboase@dsat.org.uk 01722 742621
Closing Date	12 th October 2018 12:00
Interview Date/s	w/c 15 th October 2018
Start Date	19 th November 2018

We are seeking a Finance and HR Administrator who is highly motivated and who can promote high expectations and aspirations of the school. The successful candidate will be a key member of the school team, meeting new challenges and driving forward improvements to our welcoming, inclusive school, where everyone is valued.

We have a strong team culture, where everybody is expected to reflect the school values of courage, kindness, love, perseverance and respect.

You will need to have:

- Maths GCSE Grade C or above (or equivalent)
- English GCSE Grade C or above (or equivalent)
- Evidence of some training in accountancy or finance
- Previous experience of working with budgets
- Previous experience of working in a financial capacity within a school environment would be advantageous.



You will also need to:

- be friendly with good interpersonal skills
- have a positive, professional attitude and an excellent telephone manner
- have good organisational skills
- be able to prioritise work to meet deadlines
- have the ability to work on your own initiative

Visits to the school are welcomed and encouraged. Please call the office to arrange an appointment. Please don't hesitate to call for more information and an informal chat.

To apply and further information about the role, please download an application pack via the link on our website www.dsat.org.uk or www.wilton.dsat.org.uk

How to Apply

If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please give us a call and we will be happy to help you with as much detail as possible to support this process. We encourage visits to our academies and conversations with our Headteachers and these can be arranged between yourself and the school.



When you have enough information to make your decision to apply, please complete all sections of the application form. CVs will not be accepted.

All applicants will be notified of the shortlisting decisions by email. References for shortlisted candidates will be requested before interviews. Interviews are planned for the week commencing 15th October 2018 and further details about the interview process will be emailed to the candidates in good time.

The Diocese of Salisbury Academy Trust is committed to safeguarding and promoting the welfare of children and equal opportunities in employment and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.

Job Description

Job Title: Finance and HR Administrator

Grade: F

Reports To: Headteacher

Salary Range: £19,446 - £21,074

Main Job Purpose:

- To assist and support the Head Teacher with the administration of personnel records and data and offer an effective administrative support service, ensuring confidentiality at all times.
- To assist in the administration of a range of Finance procedures and to ensure that the use of resources is adequately monitored and controlled.

Main Duties:

1. Finance

- To undertake the efficient and accurate preparation, input and maintenance of information and data into the financial systems operated by the School in accordance with agreed procedures and regulations.
- To be responsible for complete and accurate recording/receipt of all monies, including the maintenance and recovery of returned cheques.
- To ensure all items on orders have been received correctly in liaison with budget holders.
- To assist in administering the school petty cash fund. Ensuring monies are adequately receipted and float replenished and to ensure that the level of petty cash held is correctly controlled.
- To assist and support School trip arrangements including collection, banking and recording monies received.
- Support the Finance Director in the operation of the debtors system including the recovery of unpaid sums.
- Provide support to staff on the production of timesheets, travel claims, orders and any other relevant financial documentation.
- Assist in the production of regular financial reports for budget holder and appropriate staff as and when required as directed by the Finance Director.
- Provide help and advice to staff, pupils, parents and external parties as and when required in relation to financial matters such as non-payment of invoices

2. Human Resources

- To undertake the efficient and accurate preparation, input and maintenance of information and data into the personnel systems operated by the School in accordance with agreed procedures and regulations.
- To be responsible for the school sickness line and arrangements for cover of absent teachers by agencies where necessary.
- Maintain staff sickness and absence records.
- Create, maintain and update confidential HR records for all staff.
- Undertake administrative duties in connection with personnel changes/amendments and terminations of contracts for staff.
- Process promptly, all necessary timesheets and expenses for input into the payroll system.
- To provide support to the Head Teacher in relation to recruitment processes

3. Other Duties

- Provide advice and training to staff on relevant procedures
- To promptly deal with relevant correspondence and maintain an efficient system for all data
- To undertake agreed tasks on the School duty rota system on a weekly basis.
- Participate in any School staff review/performance management processes involving the identifying and meeting of training needs for self and others.

- To contribute to School Policies as and when appropriate as directed by Head Teacher or Finance Controller.
- Undertake any other tasks and responsibilities appropriate to the level of this post as required by the Head Teacher and / or Finance Controller.

4. To comply fully with the Trust’s safeguarding policy.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school’s changing needs.

Person Specification

Key criteria	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Experience of working with budgets • Experience working in a financial capacity 	<ul style="list-style-type: none"> • Experience of working with Arbor/Sims, PS Financial and HCSS Budget Tool • Experience working within a school environment • Experience of working in the financial sector • Experience of working with spreadsheets
Qualifications and skills	<ul style="list-style-type: none"> • Educated to GCSE level in maths and English at grades A*-C or equivalent • Some training in accountancy, book-keeping or maths • Good accounting skills • Good record-keeping • Good communication skills with both adults and children • Understanding and practice of confidentiality • Ability to manage time and prioritise tasks • Good technology skills 	<ul style="list-style-type: none"> • AAT Level 2 or equivalent accounting and/or financial management qualifications • SIMS, PS Financial and HCSS Budget Tool training • Knowledge of schools finance and relevant legislation and practice • Awareness of Child Protection issues • First Aid trained
Personal Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Good numeracy and literacy skills • Excellent IT skills • Excellent administration and organisational skills • Ability to prioritise and work to deadlines • Ability to work under pressure • Ability to work independently and with initiative • Sense of humour • Willingness to undertake further training • Willingness to take part in the broader life of the school. 	

Recruitment Privacy Notice

This document is used during recruitment and in relation to any processing of personal data about those we are recruiting. The document is communicated to candidates when they first apply to work with the school as well as being made available on the school website.

Policy Statement

We are part of the Diocese of Salisbury Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

The Academy Office or the Trust's Business Support Administrator.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Dan Parker, Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Dan Parker, Data Protection Officer, dataprotection@dsat.org.uk

Living and Working in Wiltshire

Wiltshire is home to the best-preserved copy of the Magna Carta in the magnificent Salisbury Cathedral. Not only the UK's tallest medieval cathedral spire but as quoted by Bill Bryson in Notes from a Small Island, 'Salisbury Cathedral is the single most beautiful structure in England, and the Close around it the most beautiful space'. How wonderful to be part of this, as well as so many other highlights of the west country; the highest concentration of prehistoric sites in Europe, the World Heritage sites of Stonehenge and Avebury, England's first safari park at Longleat, and National Trust and historic homes at Stourhead, Bowood and Wilton House, set in surroundings made famous by palladium landscapers. v



Discover an endless variety of music, literature and art festivals, food and drinks events, village fetes and local markets. Wiltshire has year-round activities including sporting events at Salisbury Racecourse and Castle Combe racing circuit as well as traditional events such as the Downton Cuckoo Fair and the Wessex Country Fair.



For theatre goers there is not only the Salisbury Playhouse but the Wiltshire Music Centre in Bradford-on-Avon, Salisbury Arts Centre, the Lighthouse Arts Centre in Poole and many local amateur dramatic, art, literary and music societies.

Wiltshire is proud to have award-winning dining with three Michelin starred restaurants at some of our prestigious hotels as well as AA rosettes for fine dining. Keep an eye out for the Wiltshire Food & Drink logo which is awarded to properties that meet certain criteria regarding sourcing local produce. The keen foodies may want to

follow one of the food trails, head to one of the Wiltshire farmers' markets for fresh produce directly from the supplier, or perhaps improve your culinary skills at a cookery school.

Wiltshire is also lucky to have some fine vineyards and breweries, including the Wadworth Brewery famed for its 6X beer and Bishop's Tipple and the Hopback Brewery selling wonderful flavours such as Summer Lightning and the Crop Circle! Why not also sample local cider and apple juice found in the local farmers' markets.

Wiltshire has lots of amazing places to explore; discover more about Salisbury, Swindon, Bradford-on-Avon, Trowbridge, Royal Wootton Bassett, Cricklade, Calne, Amesbury, Marlborough, Devizes, Chippenham, Tisbury and Corsham as well as other towns and villages.



<http://www.visitwiltshire.co.uk/>

Living and Working in Dorset

Dorset has such a varied range of great attractions there is certainly something to suit every taste. Dorset boasts some of the finest stately homes and gardens in the country and has a rich heritage with some stunning castles and forts that will transport you back to years gone by. For history buffs Dorset is a must. Home to some of the most intriguing museums, with collections from war time history, to the wonders of Dorset's Jurassic Coast. Not forgetting the younger members of the family, Dorset has some fabulous family attractions to entertain. From children's farms to steam trains and activity centres to high wire adventures, the children will be more than happy.



If you are after clear air, sweeping cliff walks, breathtaking views and snug little towns brimming with restaurants and shops to explore, Dorset is for you! Dorset is as multi-layered as the famous fossil flecked cliffs along its Jurassic Coast - a stunning stretch of shoreline that has been designated a Natural World Heritage Site by UNESCO due to its outstanding geological make-up. The charming countryside Dorset has to offer has been designated as an Area of Outstanding Natural Beauty and it is easy to see why.

There is more to Dorset than just fabulous scenery and magnificent coast - the history of this county is rich and vivid. How many areas do you know that can boast a huge naked chalk giant, England's first Natural World Heritage Site and Maiden Castle, the largest hillfort in Europe!!

All over Dorset there are charming market towns and tiny villages tucked into tranquil rurality. Each town has its own individuality, character and history to relate.

It is no wonder that the area has captivated film and TV makers from all over the world. Productions of all kinds have been filmed on location here, with Dorset's unspoilt countryside, dramatic coastline and spectacular historic houses and gardens being used as a backdrop to the action.



Dorset is also renowned for its year-round events calendar holding some rather famous international festivals such as the Great Steam Fair and the Chalke Valley History Festival, that help to enhance its glowing reputation as a fantastic destination. From small local community events in some of Dorset's beautiful towns and villages, to large-scale festivals and seasonal events with turnouts in the thousands. If music and the arts are more your thing then keep your eye out for acts performing at Dorset festivals and concerts.

<http://www.visit-dorset.com/>