

Finance Assistant

The Hart School
October 2023



**THE HART
SCHOOL**
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in joining the team at The Hart School.

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in June 2023.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham
Principal

**“We Do
By working together, learning
together and winning together”**

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

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ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care..

Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms
- Sports Dome



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, TeachFirst, Staffordshire ITT.



You can find out more at:

www.creativeeducationtrust.org.uk

FINANCE ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

The Hart School, Rugeley

SALARY & HOURS

- Grade 4 - £21,189 per annum (actual salary £19,625)
- Term-time plus 3 weeks
- 37 hours per week (Mon – Thurs 8am to 4pm, Fri 8am to 3.30pm)

THE ROLE

To support the Finance Manager in the administration of all financial aspects of the school.

REPORTING LINES

Finance Manager

FINANCIAL RESPONSIBILITIES

- Process orders, invoices and credit notes.
- Prepare and manage regular supplier payments by BACS or Faster payment.
- Preparation of journals as necessary.
- Manage supplier details and any subsequent amendments.
- Assist with the maintenance of finance ledgers, attaching scanned documents as necessary.
- Undertake all ParentPay administration and handle all queries relating to ParentPay.
- Input bank postings and complete regular bank reconciliations.
- Financial administration of all trips and enrichment costs, e.g. music tuition.
- Respond to financial queries from staff, parents, carers, external bodies and auditors when required.
- Maintain financial records, both digital and paper, with paper records maintained in an organised filing system.
- Undertake general finance administrative duties as may be required.

SCHOOL ETHOS AND COMMUNITY

- Support the school's values and ethos by actively promoting and contributing to the development and implementation of policies, practices and procedures.

You can find out more at:

www.creativeeducationtrust.org.uk

- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- To be active in issues of student welfare and support.
- Support and work in collaboration with colleagues and other professionals in and beyond the school.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools by participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector-wide activities to share best practice.
- Undertake any other reasonable duties deemed appropriate to the role.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English and maths. Grade 4 or above (or equivalent) Evidence of commitment to personal professional development 	<ul style="list-style-type: none"> Finance related qualification or working towards a finance qualification (e.g., AAT)
EXPERIENCE	<ul style="list-style-type: none"> Experience of working within a finance team Experience of meeting tight and cyclical deadlines 	<ul style="list-style-type: none"> Experience in working in a school environment Experience of using Arbor and FMSIS Experience of using PS Financials
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of finance requirements in a school environment Interest in developing a career in a busy Finance team in an educational setting Commitment to further training and CPD 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Ability to follow and document financial instructions Ability to maintain high standards under pressure Excellent numeracy, literacy and ICT skills Effective administration and organisational skills Ability to work under pressure and meet deadlines Ability to think creatively and prioritise Excellent communication skills (including written, oral and presentation skills) Excellent interpersonal skills Sensitivity and ability to uphold confidentiality Resilience and motivation to manage day-to-day challenges Accepts accountability and takes personal responsibility for their own actions Ability to build effective relationships with students and staff 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

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