



# PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK





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# LETTER FROM THE CEO AND DEPUTY CEO

Dear Candidate

Thank you for taking the time to download the application pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Sajid Gulzar



Phillipa Sherlock-Lewis



# WELCOME FROM OUR CEO

I was born and have grown up in inner city Birmingham. As a child I attended Highfield Junior & Infant School, a large Victorian built primary school in the Saltley area of the city. I was delighted when Highfield joined our family of schools, becoming the third member of the Prince Albert Community Trust (PACT) in 2016. My parents were first generation immigrants from Pakistan and from a very early age instilled in me the value and transformational power of education, a journey that I began at Highfield in 1978 as a four-year-old who spoke no English.



My background and experiences give me a unique insight into the communities I currently serve as Executive Headteacher and CEO of PACT. We have many children at our ever-growing group of PACT schools and I have the same high expectations for all of them. We understand that from time to time some of our children and families experience very challenging circumstances, we are clear in our belief however that there is no excuse for underachievement and that regardless of their situation; all of our students will fulfil their potential. It is this belief that was the genesis of the idea of Prince Albert High School and led to its conception.

PA High is without a doubt the most exciting project I have had the privilege to be involved in. The school opened in September 2021 next to the Athletes Village of the Birmingham Commonwealth 2022 Games. It will provide the opportunity for us to continue to educate our PACT primary aged children through to 16 and 18 years old. As educators and those responsible for building the foundations for future educational success for our children, we believe that everything that happens in our schools has to be good enough for our own children, if we are to accept it as good enough for the students that we serve. I insist that all staff have to buy into this philosophy. This message has been embraced by staff and as a result: all of the PACT schools provide an excellent quality of education led by a dedicated and talented Senior Leadership Team. I would be proud to send my own children to any of our schools.

I lead a highly committed and talented group of people who go above and beyond on a daily basis in order to ensure that our students get the most out of their primary school education. We value highly and invest heavily in staff development in order that we have the very best people working with our children. PA High will enable us to continue to do this and take the responsibility for preparing our children for adult life.

For many of our students, as it was for me, growing up in inner city Birmingham, this is their one chance to secure a future for themselves and their families. The gravity of our responsibility must never be underestimated.

Sajid Gulzar OBE

# WELCOME FROM OUR DEPUTY CEO

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.



I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Deputy Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

A handwritten signature in black ink, appearing to read 'Phillipa Sherlock-Lewis'.

Phillipa Sherlock-Lewis

# OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our pupils to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our pupils have the potential to achieve the highest academic standards and to compete with high achieving pupils locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally.

The success of our primary schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our pupils. Our extensive knowledge of our pupils prior to their arrival in year 7 along with the excellent pastoral care at the school will provide the pupils with a safe and supportive environment that will enable them to succeed.



# OUR PURPOSE, AMBITION AND VALUES

## OUR PURPOSE

*Enable every pupil to succeed at school and in life*

## OUR AMBITION



*Exceptional pupil welfare*



*Exceptional education*



*Exceptional people*



*Exceptional infrastructure*



*Sustainability*



## OUR VALUES

*In all that we do we demonstrate:*

**Passion** – inspiring a love of learning and being determined to make a difference

**Aspiration** – wanting the very best for our pupils, our families, our communities and our staff

**Collaboration** – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals

**Trust** – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

# SAFEGUARDING POLICY

## CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

## KEEPING CHILDREN SAFE IN EDUCATION 2022

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please visit each school's website by clicking on the images below for their full policy.**



# FINANCE ADMINISTRATOR

## GRADE 3

**ACTUAL SALARY RANGE £23,194 - £29,439**

**36.5 HOURS PER WEEK**

**BANKED HOURS + 3 WEEKS TO BE WORKED DURING THE SCHOOL HOLIDAYS**

The Prince Albert Community Trust (PACT) wish to appoint a Finance Administrator to join our centralised Finance team. We are a forward thinking and innovative Multi Academy Trust (MAT) with fantastic pupils and Trustees, supportive Academy Representatives and a great community. We place bespoke professional development and support at the heart of all we do. We are relentless in the pursuit of excellence for all our stakeholders and firmly believe in the coaching model. We are passionate about children's learning, creative in our approach and constantly reflective in our philosophy. Our family of schools consist of Prince Albert Primary School, Heathfield Primary School, Highfield J&I School, Birchfield Primary School, Sutton Park Primary School and Prince Albert High School.

**We require individuals who are enthusiastic and proactive to complement the Finance Team team. The successful candidate will:**

- Be resilient, flexible and demonstrate an ability to work well under pressure, producing work to a high standard
- Be methodical, well organised and accurate whilst working within tight deadlines.
- Willing to work within organisational procedures and processes
- Professionally communicate with both internal and external stakeholders
- Work collaboratively and supportively with colleagues within the schools
- Work independently and as an effective member of a team
- Complete other tasks that are commensurate with the role

**We can offer you:**

- A working culture that promotes diversity, equality and social justice
- A caring working environment where your welfare is of paramount importance
- Excellent care and support for all staff
- Opportunities for professional development.
- A supportive and experienced leadership team
- A hard-working and enthusiastic group of staff
- A well-resourced MAT

**Benefits:**

- Subsidised Private Healthcare package
- Discounted gym membership

- Retail discounts and cashback
- Free confidential advice, information and counselling service
- Well-being days

This is an excellent opportunity to gain a wealth of experience and provide a valuable contribution to the goals of the Trust. We are proud to offer a supportive, hard-working and enthusiastic group of staff, a well-resourced MAT and a smile every day. If you believe you possess the qualities to take on this exciting challenge, then we would be delighted to hear from you.

Further information about the schools, our outcomes and philosophy can be found on our Trust's website: <https://www.the-pact.co.uk>. If you have any queries regarding the role please contact the PACT HR Team via: [HR@the-pact.co.uk](mailto:HR@the-pact.co.uk)

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

“This post is covered by Part 7 of the Immigration Act (2021) and therefore the ability to speak fluent and spoken English is an essential requirement for this role”.

**Closing date: 7th May 2023**

**Shortlisting: W/C 8th May 2023**

**Interview date : 12th May 2023**

## JOB DESCRIPTION

**JOB TITLE:** Finance Administrator

**PURPOSE OF THE POST:** To play a key finance role to the portfolio of schools in our Trust, providing cohesive, efficient and effective finance support, advice and guidance across the full range of finance activities.

To assist in supporting the finance team to becoming an innovative and forward facing function that drives efficiency that is compliant with Trust policies.

**ACCOUNTABLE TO:** Trust Leader for Finance and Business Leader for Finance

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### Financial

- To input journals in the PS Financials finance system to ensure the accuracy of the accounts.
- To independently complete regular month end tasks and support the Trust Leaders for Finance and Business Leader for Finance in ad hoc month end tasks as directed.
- To be responsible for recording all income transactions in PS Financials finance system for the allocated school(s).
- To accurately prepare and reconcile the monthly accruals and prepayment schedules.
- To regularly review the school income and expenditure reports from PS Financials and ensure any queries arising are resolved for accurate and consistent reporting.
- To be proactive in the support of a value for money culture at the schools.
- To ensure the schools are working within the approved financial policy and scheme of financial delegation.
- To check the weekly payment runs, and ensure they encompass all payments due.
- To support, as directed, in the preparation of returns to the Education and Skills Funding Agency (ESFA) and annual year end audit.
- To liaise with the HR Team, using existing HR, payroll and finance system to ensure that the staffing costs charged to the school are accurate and in line with the budget. This will include preparing detailed monthly staffing variances.
- To monitor and have responsibility for a variety of budgets in relation to the department.
- To oversee the debt collection process for the school(s) for which you are responsible.
- To complete a range of reconciliations such as education visits and charge card.
- To liaise with and offer support to budget holders and suppliers where required.
- To independently manage a school finance inbox resolving any queries that arise.
- To process all purchase orders and invoices for the designated School(s)
- To organise cash collections as appropriate ensuring the schools are within the prescribed safe limits.
- To enter new suppliers in PS Financials finance system and ensure all documentation is accurately completed and all required evidence is collated

## JOB DESCRIPTION

### Other

- To build effective working relationships, both within the Trust and with external stakeholders.
- To take a customer focused approach with the school(s) including organising regular visits.
- To develop a clear understanding of the PACT's vision, mission and strategic aims and to actively support these.
- To remain up to date with the PACT's policies, procedures and code of conduct and always uphold these.
- To identify and undertake relevant training to enable continuing professional development, where resources allow.
- To prepare for and proactively engage in the performance review cycle with your line manager.
- To complete any other tasks commensurate with the grade and nature of the role.

As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. This job description will be updated or amended from time to time to reflect such changes.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of using computerised accounting systems, including Microsoft Word and Excel.</li> <li>• Understanding of, and ability to perform financial processes and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of P.S Financials.</li> <li>• Understanding of how financial procedures fit into the wider context of the objectives of a Multi Academy Trust.</li> <li>• To have financial knowledge of Accounting Principles, practice and their application, for example accruals and prepayments, internal controls etc.</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good Interpersonal skills with the ability to foster effective working relationships.</li> <li>• Strong numerical and problem-solving skills, with the ability to reconcile key financial control accounts.</li> <li>• Able to deal with conflicting priorities in pressured situations whilst working to policy and given timescales.</li> <li>• Able to work flexibly with own initiative whilst still being part of the team.</li> <li>• Ability to motivate colleagues and forge effective working relationships.</li> <li>• Able to demonstrate a high level of organisation.</li> <li>• Methodical with a good attention to detail.</li> <li>• Ability to support the customer in a positive, professional and proactive manner, adopting a solution focused mind set.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a financial environment.</li> <li>• Ability to effectively plan and prioritise your workload.</li> <li>• Experience in being an effective and positive team member.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an academy</li> </ul>

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Aptitude</b>	<ul style="list-style-type: none"> <li>• High level of personal and professional integrity.</li> <li>• Able to maintain confidentiality when dealing with confidential or sensitive matters.</li> <li>• Adaptable to change.</li> <li>• Self-motivated to seek opportunities to increase job knowledge and understanding and development.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's Grades A*- C (including maths and English) or equivalent qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• AAT qualification (or equivalent) or working towards.</li> </ul>

# EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

## INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **Special Conditions of Employment**

#### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

#### **Health And Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

#### **Equality and Diversity**

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

#### **Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

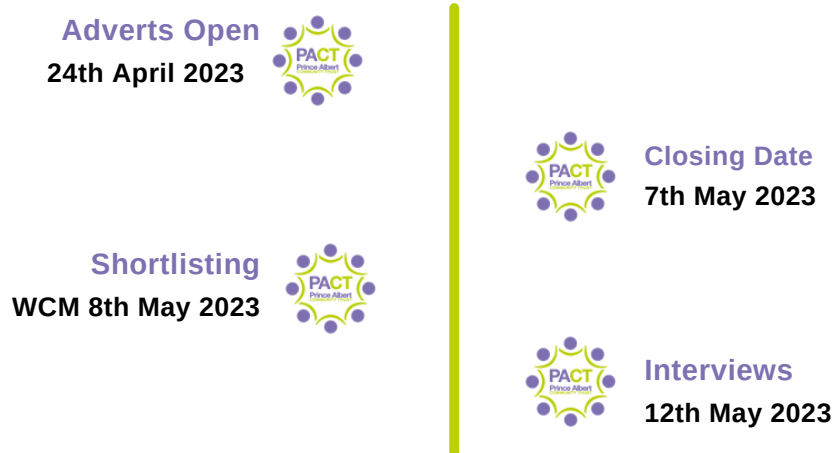
## CONDITIONAL OFFER: PRE- EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

## HOW CAN I APPLY?

Please send a completed application form to [hr@the-pact.co.uk](mailto:hr@the-pact.co.uk). This is an exciting and very rewarding role and we look forward to receiving your application.



All applications will receive an email confirmation within 48 hours of receipt of application; if you do not receive this please contact the **PACT HR team** on [HR@the-pact.co.uk](mailto:HR@the-pact.co.uk). The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 10 working days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

We reserve the right to withdraw from this recruitment process at any given point.

# CONTACT US

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