



The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY

WHY WORK FOR THE STOCKWOOD PARK ACADEMY?

ABOUT US

- £30 million state of the art building will well-equipped classrooms
- You'll be working alongside a collaborative, forward thinking Principal and Senior Leadership Team who are here to support and develop you
- Unparalleled CPD opportunities with free courses every Thursday, catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Freshly brewed coffee for staff on arrival to the academy every morning in your own 12oz Bamboo reusable cup
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- 15% of annual membership for Active Luton Gym
- All teaching staff receive a laptop to use whilst in employment

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

<https://www.thesharedlearningtrust.org.uk/vacancies3/60982.html>

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or j.powell@thesharedlearningtrust.org.uk

If you decide to apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.



HERE'S WHAT OUR STUDENTS HAVE TO SAY

"Stockwood can be very eventful in a good way. I have lots of fun times with both staff and students"

"I like The Stockwood Park Academy because I learn challenging topics and the teachers are supportive."

OUR LEADERSHIP



Dear Applicant,

I am delighted to extend a warm welcome to you.

The facilities at The Stockwood Park Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults.

Learning is at the heart of all we do.

Best wishes,
Mumin Humayun, Head of School

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust as principal of The Stockwood Park Academy in 2009. Since then, the trust has grown from strength to strength, employing some 500 fantastic staff members who serve over 4000 children within our communities. It is my privilege to be CEO of our family of schools and work with each head of school to ensure the best possible education in their own academy.

Our ethos is simple; to build a collaborative partnership of academies and schools that will provide exceptional educational provisions, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged, ensuring that their learning experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and give back to the wider community. They are role models and young leaders, who contribute to collegiate ethos with maturity.



We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people, even those who are less motivated
- Love the processes of learning and teaching and are keen to continually develop their own skills
- Recognise that teaching can be a demanding job but react positively to those demands rather than complaining
- Will subscribe to the ethos of the trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people
- See break duty as an opportunity to talk to children
- Are quick to praise and slow to criticise and are not afraid to admit to seeing themselves as potential leaders of the future

I am conscious that this may be first your contact with trust and first impressions are very important. I hope what you have read, coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes, Cathy





ABOUT THE STOCKWOOD PARK ACADEMY

Providing the very best education for all our students is the simple goal for The Stockwood Park Academy. Whilst firmly rooted in traditional values, we have made our academy a vibrant and exciting place with a positive ethos that runs throughout the academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state of the art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.



TEACHER TESTIMONIAL

JOEL TOOMER, ASSISTANT PRINCIPAL

I've been fortunate to develop throughout my career at the Stockwood Park Academy. Since joining as an NQT History teacher, I have led teams as Head of History, Head of Humanities and been a member of our internal Teaching & Learning Team. Most recently, I have had the honour of being responsible for the development of teaching across the academy as Assistant Principal.

We strive for every lesson to make a difference and recognise the importance of keeping abreast with the latest educational research and evidence to inform our teaching. We have worked hard to develop a common language across the school when discussing teaching and learning and believe that the teacher is the expert in the classroom so we put our faith in our colleagues to deliver in ways that will benefit our students the most.

We support colleagues with a range of high quality internal and external professional development opportunities whilst seeking the best ways to further improve what we do best; teaching students so they can master the subject knowledge and skills that we care so passionately about.

VISION & VALUES



'STRIVE, ACHIEVE, BELIEVE'

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve more than they ever thought possible. At The Shared Learning Trust, we will provide exceptional opportunities for all to be aspirational and develop a passion and excitement for learning! We will ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people. Our commitment to this vision can be demonstrated by our behaviours:

STRIVE

We will:

- Provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be
- Continue to work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff
- Have a Cross-Trust focus on high achievement and standards, where children are supported to meet ambitious targets
- Focus on the development of all our staff through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression

ACHIEVE

We will:

- Aspire to provide exceptional lessons and learning opportunities, incorporating effective use of new technologies, enabling our learners to be successful and innovative
- Shared strong trust approaches to our key issues, e.g. teaching, assessment, attendance and curriculum development
- Offer an interesting yet challenging curriculum in each of our academies
- By our all-through education, guarantee excellent 2-19 provision, with clear progression routes for all
- Continue to expect good behaviour and conduct at all times, allowing all to make progress and achieve excellence
- Place emphasis on collaboration with partners outside of our trust to maximise opportunities for all in our trust

BELIEVE

We will:

- Enable all of our learners to develop and flourish, through close working and regular communication with our families and local community
- Care for our families beyond the school day, supporting the development of high self-esteem and belief
- Ensure that every child in our trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom
- Promote can-do attitudes and resilience across the trust that develop belief and high expectation

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Free, onsite car parking at all academies



Reduced gym membership & free onsite gym*



Reduced rates for onsite professional car wash



Cycle to work scheme



Staff recognition with reward shopping vouchers



Support for all staff with an experienced licensed counsellor



Enhanced pension employer's contribution & death in service payment



Onsite Indian head or shoulder massage



Free tea & coffee plus a reusable Bamboo coffee cup for new starters



Dry cleaning & ironing service



Online delivery drop off service, including Amazon deliveries



Support with relocation, including a range of information and contacts



Refer a friend £500 bonus scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at The Shared Learning Trust.

Therefore we have partnered with the Teacher Development Trust, offering our colleagues to further their professional development by studying for specialist NPQs which are all completely funded.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

When it's your birthday, you can also choose from a wide range of birthday boxes, complimentary of us!



Perkbox also provides access to 24/7 access to GP appointments, confidential support and guidance through our Employee Assistance Programme.

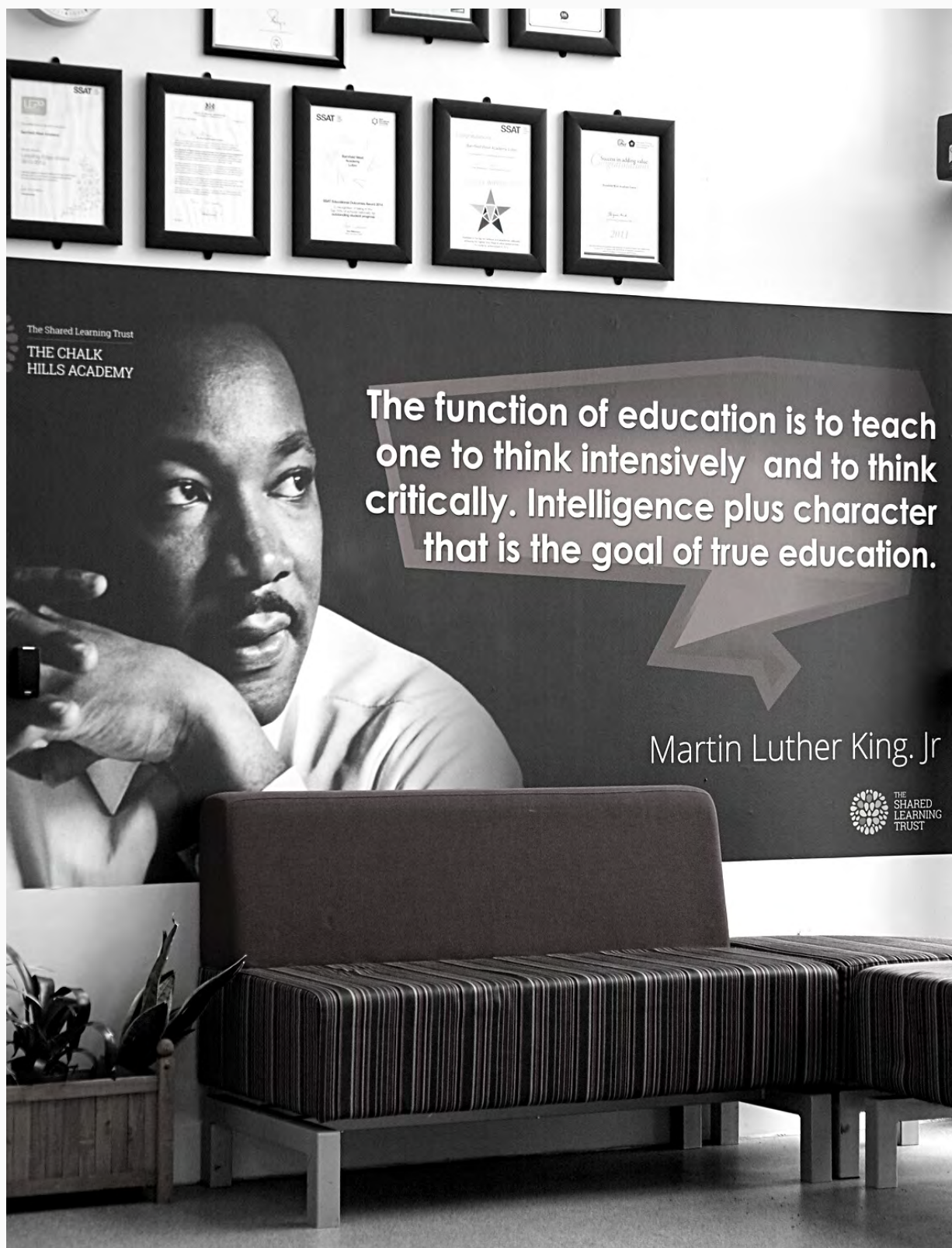
Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a **wellbeing portal**, full of resources and videos.

RECRUITMENT BOOKLET



The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY



The Shared Learning Trust
THE CHALK
HILLS ACADEMY

The function of education is to teach one to think intensively and to think critically. Intelligence plus character that is the goal of true education.

Martin Luther King, Jr



SEE MORE AT

WWW.THESHAREDLEARNINGTRUST.ORG.UK



The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY

School Finance Assistant

The Stockwood Park Academy are currently looking to recruit a School Finance Assistant. As part of the finance team, the post holder will support the Business, finance and operations manager to ensure that policies, procedures, and compliance, are always adhered to and to provide our students with a safe and positive learning environment.

Key Duties:

- As part of the finance team to support in the operation, maintenance, and development, of financial procedures and systems of the school, in conjunction with the business, finance and operations manager. Making recommendations for improvement where appropriate.
- Resolve student and parent queries regarding school trips, dinner money and other e-payment queries.
- Record petty cash and replenish petty cash funds
- Provide general support to the operations and finance manager including handling mail and answering the telephone

The successful candidate will have:

- Clear, precise, excellent, proactive, and professional written and verbal communication skills.
- Ability to communicate confidently at all levels with staff, parents, students and suppliers.
- Ability to multitask
- Affable and enthusiastic attitude towards teamwork
- High standard of numeracy skills
- School experience preferred

Job Specifics:

Start date: As soon as possible

Salary: NJC L4 pt.9 – L5 pt. 15 £23,194 - £25,878 FTE (Actual salary £21,899 - £24,434)

Contract: Permanent, term time plus 4 weeks, 43 weeks, Monday to Friday 8.30am – 4.30pm, 37 hours per week.



Job Description:

Purpose

Provide administrative support to the Business Manager, undertaking tasks such as processing documents and handling cash as well as dealing with external agencies, suppliers and Academy staff.

Main Duties and Responsibilities

- Processing purchase orders from requisitions, in accordance with our financial regulations, and distribute to suppliers
- Processing of supplier invoices, checking to purchase orders, ensuring appropriate authorization
- Preparing and processing sales invoices – ensuring amounts and records are correct and financial regulations have been followed
- Arbor payments management including daily entries for the Academy, setting up new codes and entering trips on system
- Monitoring and reconciling aged debtors
- Recording petty cash and replenishing petty cash funds
- Cash counting and preparing for collection
- Being a key point of contact for Academy queries from suppliers, customers, budget holders and other members of staff
- Appropriate storage and archiving of source documents
- Responding to ad hoc financial requests and analysis of expenditures as required
- Provide financial cover including site visits to Academies as required
- Provide general support to the business Manager including handing mail and answering the telephone
- Posting of journals onto the PSF system

PERSON SPECIFICATION

	Essential	Desirable
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS		
GCSE English and Maths grades A-C or equivalent	√	
Hold or be studying for a finance/business related qualification		√
EXPERIENCE		
Financial experience within a school or similar environment.		√
Experience with financial and other IT packages.	√	
SKILLS/KNOWLEDGE/ABILITIES		
Good attention to detail	√	
To be a self-starter, able to work on own initiative and use own judgement to problem solve.	√	
Excellent verbal and written communication skills	√	



Be able to work as part of a team	✓	
High standard of numeracy skills	✓	
Excellent organisation and planning skills	✓	✗
Ability to prioritise workload and meet deadlines.	✓	
Basic level of understanding of Microsoft Excel and Word	✓	
Ability to demonstrate knowledge and commitment to Equality and Diversity and how this has been applied in previous roles.	✓	
A knowledge and understanding of the Health and Safety as applicable to this role.	✓	
A knowledge and understanding of the requirements of safeguarding children and vulnerable adults in the education sector as applicable to this role.	✓	
OTHER		
To have a flexible and can-do approach to work, including the need to travel between sites and occasional evening / weekend work	✓	
A commitment to the aims and values of The Shared Learning Trust	✓	
A commitment to own and others professional development.	✓	
A commitment to maintaining the highest professional standards at all times.	✓	