



Ark Greenwich Free School

Part-Time Finance Assistant

Reporting to:	Finance Manager
Location:	Ark Greenwich
Contract:	Fixed Term (Maternity Cover)
Working Pattern:	Part-Time 20 hours per week
Start date:	September 2019 – May 2020 (initially)
Salary:	Ark Salary scale Band 4 £20,617 - £22,376 pro rata per annum (actual salary £10,311 – £11,191 per annum)

As the Finance Assistant, you will be a key member of the team responsible for ensuring high standards of financial integrity within Ark Greenwich Free School. You will manage the day-to-day financial processes and administrative procedures as necessary, ensuring compliance with the requirements of the Academies Financial Handbook.

How is Ark Greenwich different to other schools?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first class CPD.
- We genuinely value the performing and expressive arts. Whilst other schools cut these areas we are redoubling our investment because it's the right thing to do.
- Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning and have a 6pm/weekend work related communication curfew to ensure our staff are best able to maintain an effective work/life balance. We do not do knee jerk reactions, fads or last minute deadlines. Our systems and processes, including for communication, marking and feedback and assessment, are efficient and streamlined and the approaches we take are led by research and what we know to work best within of our local context.
- This is a small school model (600 pupils aged 11-16) because we believe that our close-knit community provides the optimum conditions for success.
- Behaviour for learning is exceptional so our teachers can focus their efforts on the things that matter – planning and delivering exceptional lessons for our pupils.
- We have been referred to as a 'Gromp' school – as school with a fully comprehensive intake but with a grammar school ethos.

- Our curriculum is traditional and academic; we do not take shortcuts – we do not offer vocational courses or equivalencies such as Btecs, Vcerts or the ECDL. We only offer full GCSE courses.
- We put high-quality teaching at the heart of what we do. We facilitate 75 mins of high10 quality staff training every week and run coaching for staff. Live coaching and current best practice in the field of education is central to our approach.
- We don't grade individual lessons or ask for lesson plans. Instead we triangulate information and focus entirely on assessing progress overtime.
- Our pupils enjoy a compulsory co-curricular program on a Wednesday afternoon which includes a strong focus on community volunteering, the promotion of elite performance and the performing and expressive arts. We facilitate 12 drop down days per academic year ensuring our pupils benefit from a range of life enriching experiences.
- This is a strict no excuses, no mobile phone school.

About Ark Greenwich

Ark Greenwich is a new and ambitious school model based on what we know excellent schools do. We have created a highly respectful and disciplined environment where our staff and Pupils can fulfil their potential. Our aim is to become 'the best school in London' and we are close to achieving this because academic outcomes are first class, we invest heavily in the broader pupil experience and because we value and respect our staff.

Ark Greenwich exists to empower young people, regardless of socio-economic background, to grow and be successful. This is an ambitious and forward-thinking school that encourages innovation and values its staff. We are proud of our highly respectful and disciplined community and of the outstanding academic outcomes achieved by our pupils. Expectations for all members of this community are unashamedly sky high. We work tirelessly to impact the lives of the young people we serve.

If you are ready to add further value to our highly performing school and to work alongside a brilliant school leadership team, then you will find this job extremely rewarding.

Alignment with the schools vision, values and approach to education is absolutely essential.

About Ark SCHOOLS

Ark is a network of high-achieving, non-selective schools and one of the country's top-performing academy groups. We run 38 academies in London, Birmingham, Hastings, London and Portsmouth educating more than 26,000 pupils. 83% of Ark schools are now rated as good or outstanding by Ofsted.

Our aim is to create outstanding schools that give every pupil, regardless of their background, the opportunity to go to university or pursue the career of their choice.

To apply please follow the below link to our recruitment portal:

<https://www.tes.com/jobs/vacancy/part-time-finance-assistant-maternity-cover-greenwich-1222673>

Closing date: 09.00am Monday 1st July 2019.

Interviews may take place before the closing date for suitable candidates; we reserve the right to close the advert early.

Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.

Job description

Job Title: Part-Time Finance Assistant

Reports to: Finance Manager

Responsible for: Day-to-day financial management

Salary : Ark Salary scale Band 4 £20,617 - £22,376 pro rata per annum (actual salary £10,311 – £11,191 per annum)

Hours of work: 20 hours, Term-time + 2 weeks per annum

Disclosure level: Enhanced

Job purpose

Objectives:

To provide comprehensive support in delivering the finance functions of Ark Greenwich Free School

To support the day-to-day financial management of the Academy, aiding the production of financial reports and ensuring compliance with the requirements of the Academies Financial Handbook.

To work closely with and report to the Academy's Finance Manager.

Principal Accountabilities

A ASSISTANCE TO THE FINANCE MANAGER

1. To process purchase orders, receive delivered goods and process invoices
2. To receive, record, keep safe and bank all cash income
3. To maintain the filing systems, ensuring that records are suitable for audit
4. To ensure all online orders and income is logged on the financial system
5. To support staff with the collection of trip income, producing reports where required
6. To initiate BACs runs
7. To assist with bank reconciliations
8. To support the Finance Manager with management accounts
9. To support with budget reports
10. To be familiar with wisePAY, set up trips, events, produce reports that reconcile to the bank
11. To assist with any other ad-hoc duties

B ASSISTANCE TO MEMBERS OF STAFF WITH REGARD TO FINANCIAL POLICIES AND PROCEDURES

1. To ensure that approved procedures are followed in ordering, receipting and authorising purchases of goods and services
2. To ensure that all cash received is properly receipted, recorded and banked

C OTHER

1. To cover absent colleagues and undertake other duties commensurate with the grade
2. To support administration and other operational staff as and when required
3. Implement all school policies, including the school's behaviour policy.
4. Model the ethos and vision of the school at all times.
5. Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
6. To be active in issues of staff and student welfare and support.
7. Contribute to the school's liaison, marketing and pupil recruitment activities, e.g. the collection of material for press releases.
8. Establish and maintain effective working relationships with colleagues.
9. Be familiar with and comply with the School's Health and Safety policies.
10. To be accountable, along with every other member of staff, for ensuring that your actions contribute to pupils being:
 - **Excited** by – and happy at – school
 - **Committed** to doing the best they can
 - **Skilled** enough to make a valuable contribution to society and the economy
 - **Knowledgeable** about key subjects
 - **Reflective** about their learning by understanding how they learn
 - **Aware** of their community and willing to play a constructive role in it
11. To undertake training and development relevant to the post and in line with the Academy's priorities
12. Any other duties as required by the Headteacher commensurate with the post.

NOTES

1. All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with pupils.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought. If you are invited to an interview you will receive more information.

Expectations of all staff at Ark Greenwich Free School

Every member of staff at Ark Greenwich Free School will pledge to:

1. Uphold the school's vision, which means...

- You will be totally aligned to the school's vision, core purpose, aims and ethos, as laid out in the AGFS School Strategy.
- You will have the moral courage to challenge any behaviour that runs contrary to the school's vision and ethos.

- You will demonstrate your belief in the potential of all pupils to succeed if given outstanding teaching and pastoral care.
- You will work hard and do everything you can to contribute to AGFS delivering the highest possible level of education.
- You will proactively uphold all school policies and procedures with consistency and care, maintaining a 'high expectations' and 'no excuses' approach to pupil (and colleague) attitude, work and discipline.

2. Model positive behaviour at all times, which means...

- You will, at all times, act as a role model for pupils with regard to your attitude, behaviour, dress, honesty, integrity, courage, language and diligence.
- You will behave courteously, respectfully and professionally at all times, maintaining appropriate boundaries with pupils, parents and other staff.
- You will not reveal any confidential information to anyone except colleagues who 'need to know.'
- You will ensure that AGFS is a non-smoking, gum-free and litter-free zone.

3. Take responsibility for doing everything you can to enhance our offer to pupils, which means...

- You will proactively look for opportunities to develop pupils' emotional wellbeing as well as nurturing their academic potential – avoiding complacency at all costs and actively pursuing an entrepreneurial approach to developing the school.
- You will endeavour to get to know the School's pupils as individuals and take an interest in their lives beyond school through regular informal conversations, eating lunch with them and accompanying them on school trips and visits.
- You will build trust-based relationships with your pupils and never behave in a derogatory, intimidating or abusive manner towards any member of the school community.
- You will welcome and encourage communication and partnership with parents and carers, ideally returning calls and emails on the day of receipt and certainly within two school days.
- You will maintain excellent attendance and punctuality
- You won't engage in any behaviour inside or outside school that could bring AGFS into disrepute. This has implications for use of social networking sites, engagement in additional employment and recreational behaviour.
- You will engage positively in the AGFS Performance Management approach.

4. Be organised and help the school to be organised, which means...

- You will read staff notices at the start of every day.
- You will monitor the school calendar and weekly bulletins, to ensure you are aware of upcoming or recurring events.
- You will learn how to make use of the school's management information system and take responsibility for maintaining and making effective use of the data it contains.

5. Dress professionally, which means...

- You will dress smartly and professionally in formal business attire. This includes jacket and tie for men and the female equivalent must also include a jacket. You will not wear jeans, flip-flops, trainers (except for sport), leggings or revealing clothes.
- You will hide any tattoos from view and limit visible body piercing to one earring in each ear.

Person Specification: Finance Assistant

Qualification Criteria

- Right to work in UK
- Maths and English GCSE at grade C or above

Knowledge, Experience and Skills

- Experience of purchase ledger and accounts receivable procedures
- Experience of working with computerised financial systems
- Experience of financial procedures, cash handling and cash security
- Experience of Double entry book-keeping

Personal Characteristics

- Vision aligned with Ark and the Academy's high aspiration and high expectations of self and others
- A firm and consistent belief in the unlimited potential of every student and a commitment to inclusive educational provision
- Ability to communicate effectively with students, finance and non-finance staff members, parents and external suppliers
- Ability to follow instructions accurately but also to show initiative, investigate problems independently, make good judgements and lead when required
- Willingness and ability to learn and operate new IT systems and databases
- A helpful and positive nature and a calm and caring disposition
- Hardworking, conscientious and flexible
- The ability to be decisive
- The ability to work well under pressure
- Adaptability and the skills to work in harmony with a range of individuals
- Excellent literacy and communication skills; both written and oral
- Excellent numerical and financial skills
- Ability to organise one's own tasks with minimum supervision, and prioritise effectively
- Understanding of the importance of confidentiality and discretion
- Highly competent computer skills, in particular using Word, Excel, Internet, Email and financial databases (PS Financials)
- High levels of honesty and integrity

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.