



## **RECRUITMENT INFORMATION PACK**

### **Administration & Finance Assistant**

De Lacy Academy  
Middle Lane  
Knottingley  
WF11 0BZ

## RECRUITMENT INFORMATION PACK

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February 2018

Dear Applicant

I am delighted that you have expressed an interest at working at De Lacy Academy, part of Delta Academies Trust.

De Lacy Academy is an incredibly vibrant and rewarding place to work where staff and students know that education is hard work but also fun and enjoyable at the same time. What, in my opinion, makes us different is the way in which we use team work to drive forward academy improvement. The rapid improvement in the area of Teaching and Learning has come from staff supporting each other through Teaching and Learning pairs and communities, and team teaching in flexible, innovative teaching spaces that we have designed and built for this purpose. In January 2017 we received an Ofsted inspection resulting in good in every area. The report demonstrated we are a fast improving academy, with comments in the report such as:

“This is a good school, with strong and purposeful leadership by the executive principal who has brought about significant improvements since the last inspection”.

“Effective whole-school approaches underpin the good teaching. As a result, pupils learn consistently well across year groups and subjects. In a few cases, teachers are still learning to apply recently introduced methods”.

“Pupils’ overall progress in the 2016 GCSE results was above the national average. Disadvantaged pupils achieved particularly well”.

The academy receives visitors weekly who come to see how we work and I always take them on a tour of all the classrooms. Students always volunteer to shake hands and welcome visitors, introduce themselves and explain the learning that is taking place. The focus of the academy is upon these traditional standards alongside innovative pedagogy.

De Lacy Academy’s exam performance has consistently improved year-on-year and we are now above the national average for the headline measure of the percentage of pupils achieving 5+ A\*-C grades including English and maths.

We have chosen to become an academy and join Delta Academies Trust as we want even more autonomy and a freer hand to do what is right for our pupils and staff. One of the benefits of academy status is the freedom to innovate as we further improve our curriculum and the teaching and learning within the school. We are looking for an outstanding senior leader to join our very successful team. Within Delta academy there are numerous opportunities for career progression.

I am extremely proud to work with such a committed and talented team of students and staff, who work tirelessly to make De Lacy the highly successful and rapidly improving academy that it is today. Should you wish to be part of a team of staff that is hungry to move the academy to the next level, with no exceptions, then De Lacy is the academy for you. If you feel that you have the skills, qualities, experience, drive and passion to work at the academy on its journey of continued improvement, I very much look forward to receiving your application.

Chris McCall

Principal  
De Lacy Academy

## Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve. You can find out more details about Delta and our academies at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

## Vision

### *'Changing lives'*

#### **Mission Statement**

*To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.*

#### **Strategies**

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

## Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the 'Seven Principles of Public Life'
- Promote environmental awareness and protection locally, nationally and globally

## Why work for Delta Academies Trust?

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

## The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

Completed applications should be returned to [jobswest@deltatrust.org.uk](mailto:jobswest@deltatrust.org.uk) or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

### Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



**Administration & Finance Assistant  
Grade C, pts 12 - 16, £16,123 to £17,419 Pro Rata  
22.5 hours per week/ term time only,  
Temporary maternity cover  
To start 26<sup>th</sup> February 2018**

We are seeking to appoint an Administration & Finance Assistant to start in February 2018.

The successful candidate will have good standard of written and verbal communication skills and have experience of working in a school or office environment. Familiarity with school procedures, policies and guidelines is essential.

We look forward to you joining our dedicated and supportive team.

Visits to the academy are welcome by appointment, please contact the academy directly on 01977 622850.

**Closing Date for application: Friday 9<sup>th</sup> February at 12 noon**

**An application pack can be downloaded from  
<http://recruitment.deltatrust.org.uk>  
or by contacting our recruitment team on  
0345 196 0095  
or email  
[jobswest@deltatrust.org.uk](mailto:jobswest@deltatrust.org.uk)**

Delta Academies Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service Check.

### Job Description

<b>Post:</b>	<b>Administration &amp; Finance Assistant</b>
<b>Salary:</b>	Grade C (pt. 12-16)
<b>Hours:</b>	22.50 hours per week
<b>Weeks:</b>	Term Time only (38 weeks)
<b>Responsible to:</b>	Finance Manager

#### **Purpose of the job:**

To support the Finance Manager through the provision of financial information. Ensuring the Academy's financial management is robust and procedures are adhered to.

#### **Duties & responsibilities:**

- To process orders and invoices for goods and services, using the Finance software.
- To ensure purchase order or invoice related queries are dealt with speedily and effectively.
- To check financial transactions to ensure that correct procedures are adhered to.
- To assist in ensuring effective procurement practice and ensuring Best Value principles are met.
- To obtain quotes for goods and services where necessary.
- To ensure all orders are delivered in the agreed timescales, deliveries match the purchase orders and any discrepancies are queried with the supplier.
- To raise sales invoices as required.
- To manage the day to day running of the Petty Cash account.
- To review staff travel expense claims and staff mobile usage in line with policies and procedures.
- To maintain filing systems to fulfil audit requirements.
- To assist the Finance Manager in collecting, receipting and banking all monies received.
- To assist with BACS payment runs.
- To open and distribute the finance post.
- To run reports from the finance software.
- To be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support equal opportunities policies.
- To contribute to the overall ethos/work/aims of the Academy and Trust.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To cover the academy reception when necessary
- To cover break duties from time to time

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

**Personal Contacts**

External: Contractors, suppliers, parents, external agency professionals, other Trust staff.  
Internal: Students, staff, EAB members, parents and visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the Academy.

**PERSON SPECIFICATION**  
**Administration & Finance Assistant**

	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
<b>QUALIFICATIONS</b>			
GCSE Grade A*-C, or equivalent, in both English and Maths	*		A/I/C
NVQ Level 3 or equivalent qualification and/or relevant work experience	*		A/I/C
<b>KNOWLEDGE &amp; EXPERIENCE</b>			
Experience of using finance software	*		A/I
Experience of working in a finance related environment	*		A/I
Familiarity with relevant school procedures, policies and guidelines	*		A/I
Experience of using a range of standard computer packages e.g. Microsoft Office, Outlook email	*		A/I
Experience of cash handling	*		A/I
Experience of office administration		*	A/I
Working in a school or office environment		*	A/I
Knowledge of Best Value and financial regulations		*	I
<b>SKILLS</b>			
Able to communicate clearly face to face, by telephone and in writing with a wide range of people	*		A/I/R
Able to relate well to children and adults	*		A/I
Able to work sensitively with confidential information	*		A/I/R
Able to work with a high level of accuracy	*		A/I/R
Strong numeracy and literacy skills	*		A/I/R
Able to work to demanding and often conflicting deadlines	*		I/R
Able to work with a minimum of supervision	*		A/I/R
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Commitment to self and team development	*		A/I
Able to maintain a safe, calm and happy ethos	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
A professional responsibility to promote and safeguard the welfare of children and young people	*		A/I
The post holder will require an enhanced DBS	*		C

**Key:** MOA= Method of Assessment, Ess= Essential, Des= Desirable, A= Application, I= Interview, and assessment, R = Reference, C= Certificate