



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY



FINANCE ASSISTANT Application Pack



Castle Newnham School

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July 2021

Dear Applicant

Finance Assistant – Monday to Friday 35-37 hours (negotiable), term time only.

Thank you for your interest in this really exciting post as we develop our finance team.

Castle Newnham is an all-through school where ambition and care for each of our pupils are at the heart of everything we do. We came together as Castle Newnham in January 2016 to develop all-through schooling in the community from reception right up to 16. Our aim is to serve the needs of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'. Knowing pupils throughout their time in education and close working with families is a central component of our vision. Pupils who attend come from the immediate local area, as well as from further away in Bedford. We also have a 'soft' federation partner in nearby Hazeldene School. Pupils from Hazeldene will join our own in Year 7 to make up our secondary cohorts from September 2019.

Our school is well thought of in the community and both school sites are set relatively close to the centre of Bedford in a pleasant suburb. The South site is situated in a listed Victorian building on Goldington Road. On this site, are classrooms leading off two main halls, offices, a dining room and a new building housing the nursery and care club. The North site is a short walk away near the University of Bedfordshire on Polhill Avenue, of which we are a lead school in a very well-reputed teacher training partnership with the university. Most classrooms are in the main building which includes the four storey towers. There is a separate primary block which will house Years 5 and 6, a brand new classroom block, a new sports hall and a new science lab, a new drama teaching area and a music hub, all of which are available for use by pupils and staff across the federation.

I hope this application pack, alongside our website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in. Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our 'traditional values' of hard work, good behaviour and kindness on a daily basis. We encourage strong links with families, with our local partners and, increasingly, with international partners.

Due to primary and secondary conversion and the expansion of our all-through school, we are keen to recruit a Finance Assistant. The team currently consists of 2 finance officers, 1 finance assistant and a Federation Business Manager.

The role of Finance Assistant is a key part of managing the school's finances and will be responsible for supporting the school's day to day finance operations. The post holder will support the Finance Officers in the day to day management of the school's finances using SIMS FMS system; to process and record all financial transactions, including responsibility for all orders, invoices and cash received, ensuring probity, best value and compliance with all statutory requirements.

We welcome applications from candidates with experience of working in a finance office. As a school, we are forward looking in that we embrace innovation and would welcome applications from colleagues with a similarly outward-looking approach.

You will need to be an excellent communicator, organised and able to work on your own initiative to complete all your tasks in a timely manner. Attention to detail is crucial for anyone working in this role. We offer supportive colleagues and opportunities for CPD.

Also included within this application pack: -

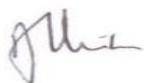
- Job Advertisement
- Job description and personnel specification

Full details and an application form are available to download on our website in the vacancies section. Visits to the school are welcomed.

Interviews will be held on Thursday 9th September 2021.

I hope this information will encourage you to submit an application for what we believe is a superb opportunity for the right candidate. We accept applications via the post or emailed to secoffice@castlnewnham.school by the closing date of Wednesday 1st September (midday).

Yours sincerely



Mrs Ruth Wilkes
Federation Principal

Finance Assistant

Salary: NJC Level 3C point 6 - 9 (£19,171 - £20,344 FTE)

35-37 hours (negotiable) Monday to Friday, term time only

(Permanent to start as soon as possible)

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Closing date: Wednesday 1st September 2021 (midday)

Interviews: Thursday 9th September 2021

Lauren Crowley, Federation Business Manager is available for tours and an informal chat, please contact her by emailing lcrowley@castlennwham.school to arrange an appointment.

**For further details of this post and an application pack
please go to the school's website www.castlennwham.school/vacancies**

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children
The position requires an enhanced criminal records bureau (DBS) disclosure



Castle Newnham Federation

Job Description

Post:	Finance Assistant
Responsible to:	The Federation Business Manager
Grade:	NJC Level 3C Point 6-9
Key relationships:	Federation Senior Leadership Team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community
Location:	Castle Newnham – principally the Newnham site but able and willing to work on both sites if necessary.
Working pattern:	35-37 hours per week (negotiable), Monday to Friday, term time only
Disclosure level:	Enhanced
Job purpose:	To process and record financial transactions including orders, invoices and cash received.

Main duties and responsibilities:

- To maintain accurate and complete records of all income and expenditure within the school budget and School Fund, working at all times in accordance with the school's agreed financial procedures.
- To produce data and reports on financial matters as required by the Federation Business Manager.
- To receive, record and bank cash and cheques received from pupils and staff in respect of educational visits, school photographs etc. and issuing receipts as required.
- To monitor and maintain income and payments made via the school's online payment system.
- To be responsible for petty cash, ensuring all transactions are recorded in accordance with agreed procedures.
- To process orders by raising purchase orders and requisitions, dealing with goods received and chasing up outstanding orders as necessary.
- To deal with payment of invoices, recording details and preparing cheques for payment.
- To distribute staff stock on a weekly basis
- To monitor dinner money and ensure outstanding amounts are paid wherever possible.
- To undertake lettings administration and updating of the bookings diary.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;
- Support the aims of the federation through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities);
- Take responsibility for own practice and professional development and participate in arrangements as adopted by the federation for the assessment of own performance and that of colleagues, adhering to the federation's policy on staff appraisal;
- Read and adhere to the various policies of the federation, including safeguarding, and implement the relevant sections of federation improvement plans;
- To undertake specific and appropriate tasks as identified by the Executive Assistant, the Federation Principal and/or the Head of Primary as and when required;
- Maintain a calm sense of perspective and good humour when supporting colleagues in potentially difficult situations;
- Play a full part in ensuring that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety.

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.

PERSON SPECIFICATION

Attributes	Essential	Preferred
Education/Qualifications	GCSEs in English and Maths at grades A* - C	Qualification or experience in accountancy or bookkeeping.
Experience	1-2 years' office experience Previous experience of work in a financial environment	Experience of working in a school financial environment
Skills/Knowledge/Aptitude	<p>Good interpersonal and communication skills</p> <p>Good organisational skills</p> <p>Good IT skills in an office environment, including good working knowledge of word processing, electronic diaries, email, task list, Excel, data base and internet packages</p> <p>Ability to present information in a logical, clear and concise format</p> <p>Ability to work as part of a team and to use initiative when required</p> <p>Ability to manage own workload</p> <p>Ability to maintain confidentiality at all times</p>	Knowledge of: SIMS – sims.net & FMS would be an advantage but training will be given
Motivation	<p>Willingness to undertake further training as appropriate</p> <p>Willingness to be flexible</p>	