

**Finance / Office Administration Assistant Application Pack**

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# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**

**Chief Executive, REAch2 Academy Trust**

# Letter from Miss I Homer, Headteacher, Kemsley Primary Academy

Dear Candidate

Thank you for taking an interest in this role, at Kemsley Primary Academy.

Kemsley Primary Academy was opened in September 2004 and is a single form entry primary school with a nursery.

The main school can take up to 210 children, 30 in each class. The nursery is able to take 52 children for five half-day sessions of two and a half hours – 26 children in the morning and 26 children in the afternoon; many children stay all day as part of our flexible care offer and for those entitled to 30 hours provision.

Our school ethos is centred upon our values of Exploration, Resilience, Positivity and Aspiration. We firmly believe that every child has the right to fulfil their potential and that we are all life-long learners. We encourage our children to be the very best that they can be by inspiring them to try and try again. We teach them that it is not a matter of not being able to do it, it is about not being able to do it YET! We are highly aspirational for our children’s development and constantly look for new ways to engage our children or help them to experience new experiences. We achieve this through our commitment to the 11b411 project.

Outside, the grounds are laid out into separate play areas; Usually (pre-COVID19) Nursery, Year R, Key Stage 1 (Years 1 & 2) play together and Key Stage 2 (Years 3 – 6) play together although we encourage free flow around the areas at lunch times to allow the children to play together regardless of year group. The large field is ideal for games. We also have a woodland conservation area which we use for our Forest School!

We have an open door policy and value the support of parents. We are pleased to welcome parent helpers into school.

Miss I Homer

**Headteacher, Kemsley Primary Academy, REAch2 Academy Trust**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

Dear Candidate

Kemsley Primary Academy are looking to appoint a Finance / Office Assistant with prior experience of working within an academy environment to work for 35 hours per week, term time only plus 10 days.

The successful candidate will join us from February 2023, offering full assistance primarily to the School Business Manager by contributing to the overall objectives of Kemsley Primary Academy by ensuring that comprehensive and correct financial information is kept.

The role also involves covering the school reception desk and providing support to children, parents and staff during lunch breaks and absences.

Core responsibilities will focus primarily on processing and reconciling a range of financial transactions including managing the purchase order process, school trips/payments and processing the month end bank reconciliation for the school’s accounts.

Previous financial / office administrative experience within a school environment is preferred and applicants must demonstrate a good standard of numeracy and literacy. The ideal candidate will have excellent MS office skills e.g. Excel and Word and be a competent user of a range of finance/school specific packages.

Salary is Kent Range 4 £19,389.00 FT

**Visits to the school are warmly welcomed.**

To apply, please complete the application form attached, referring to the job description. Once completed, **please send your application to Mrs Sascha Batters, School Business Manager, by Thursday Friday 7th October 2022 by noon:   on email address:** [sascha.batters@kemsley-primary.org](mailto:sascha.batters@kemsley-primary.org)

**Interviews are to be confirmed** for January 2023 and shortlisted candidates will be contacted on Thursday 5th January 2023 with the time and details of the interview.

We look forward to hearing from you!

Miss I Homer

**Headteacher, Kemsley Primary Academy, REAch2 Academy Trust**

# The application

You are invited to submit an application form to **Sascha Batters, School Business Manager, email:** [**sascha.batters@kemsley-academy.org**](mailto:sascha.batters@kemsley-academy.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact **Sascha Batters, School Business Manager via email.**

## The application process and timetable

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| --- | --- |
| **Application deadline:** | 31st December 2022 |
| **School visits:** | On request – via email: sascha.batters@kemsley-academy.org |
| **Interviews:** | January 2023 |
| **Contract details:** | T.B.A |
| **Salary:** | £19,389.00 FT |
| **Start date:** | February 2023 |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job.  The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant’s abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

Job Title: Finance / Office Administration Assistant

Salary: KR4 £19,389.00 FT

Hours: 35 hours per week (term time only {39 weeks}) plus 10 days

Responsible to: School Business Manager

Responsible for: N/A

**Finance Support**

* Advise the SBM if fraudulent activities are suspected or uncovered.
* Processing orders, raising purchase orders as necessary.
* Processing invoices into the school accounting system in readiness for the SBM to authorise payments.
* Process payments.
* Timely invoicing of lettings and other activities.
* Carry out invoicing process for nursery provision.
* Ensure value for money is maximised by the use of appropriate procurement procedures.
* Ensure policies and procedures are adhered to effectively according to the terms and conditions of the Academy Finance Manual.
* Create and maintain accurate records for financial transactions.
* Regularly review the financial procedures to ensure they meet legal requirements.
* Assist the SBM in the preparation of financial audit and accountancy details and documentation and be available during the audit process.
* Ensure the availability of required documentation during the Responsible Officer audit process and be available during the audit process.

**Administration Support**

Supporting the school’s Receptionist by:

* Providing cover as needed to provide an efficient reception and administrative service, including meeting, greeting and attending to the needs of parents etc, to provide to superb customer service.
* Building a good rapport with parents etc, and resolving any complaints/issues quickly to maintain high quality customer service.
* Reception and telephone, take messages, filter visitors and enquiries as appropriate, respond to pupil and parent enquiries. Maintain the visitor’s book, issuing and retrieving passes.
* Use Arbor to maintain the pupil database system including attendance and dinner money.
* Filing, opening and distribution of mail, record and post outgoing mail, distribution of mail to parents/governors.
* To undertake any other activities as directed by the school business manager.

**Person Specification**

Job title: Finance / Administration Assistant

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| --- | --- | --- |
| **Factors** | **Essential** | **Desirable** |
| **Qualifications** | Good general education | * NVQ Level 3 or equivalent professional qualification |
| **Training** | * Evidence of Continuing Professional Development |  |
| **Experience** | * Managing budgets and financial reporting * Managing procurement and assets | * An educational / financial environment work background |
| **Knowledge and Skills** | * Able to deliver services, processes and systems applicable for effective school finance * Able to deliver value for money * Able to use a range of ICT packages including Word and Excel * Understanding of the need for confidentiality and GDPR | * Understanding of promoting positive relationships with the wider school community * Up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and young people. * Use of specialist equipment/resources. * Knowledge of Arbor, Civica and HCSS – training will be given |
| **Personal Qualities** | * Excellent written and verbal communication, able to convey information clearly, accurately and succinctly to all stakeholders. * Excellent time management, meeting and managing deadlines. |  |