**Finance Officer**

**KEMSLEY PRIMARY ACADEMY**

Coldharbour Lane

Sittingbourne

Kent

ME10 2RP

**Application Pack**

**KEMSLEY PRIMARY ACADEMY, REAch2Kent**

Part of the REAch2 Academy Trust

Henshurst Ridge Primary Academy

Henshurst Ridge

Branston

Burton-Upon-Trent

DE13 9TQ

[www.reach2.org](http://www.reach2.org)

[www.kemsley.kent.sch.uk](http://www.kemsley.kent.sch.uk)

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**Letter from 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 consists of ten local Multi-Academy Trusts (MATs) and 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.

Steve Lancashire

Chief Executive, REAch2 Academy Trust

**The application process and timetable**

Closing date for applications: Wednesday 15th July 2020 12pm

Shortlisting – Thursday 16th July 2020

Interviews – Friday 17th July 2020

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

**The application**

You are invited to submit an application form, which is available together with this document.

The Kemsley Primary Academy and REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

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

Completed application forms and equal opportunities monitoring forms should be sent by email to:

Miss Iris Homer
Head Teacher
homeri@kemsley.kent.sch.uk

Please mark your email: Private and Confidential / Finance Officer Application

**Our Kemsley REAch2 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.

Outside, the grounds are laid out into separate play areas and there is also a quiet area. The large field is ideal for games. We also have a woodland conservation area.

We have an open door policy and value the support of parents. We are pleased to welcome parent helpers into school. We hope that your child will be happy at our school and that you will feel confident to come in and discuss any problems or queries that may arise.

**Background on REAch2**

**Background on REAch2 and its Multi-Academy Trusts**

The REAch2 Academy Trust

The REAch2 Academy Trust originated from the successful school improvement and partnership work led by Hillyfield Primary Academy in Waltham Forest, London. The Trust has grown to become a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

REAch2 Trust is part of a teaching school alliance (led by the REAch2 Tidemill Academy in Deptford). As a result, teachers and leaders within the REAch2 family are able to access a range of teacher and leadership development opportunities, including the Improving Teacher Programme and the Outstanding Teacher Programme, as well as programmes for middle leaders and newly qualified teachers.

The Trust is focused on ensuring it supports, develops and empowers its staff so that, 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. This underpins our approach to school improvement – including the successful improvements that have been achieved so far in many of our schools that have joined the Trust as sponsored academies.

REAch2 benefits from the involvement of leading educationalists, including our board member Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

The Multi-Academy Trusts

The REAch2 Academy Trust consists of ten Multi- Academy Trusts.

**REAch2 Croydon**

**REAch2 Essex**

**REAch2 Hertfordshire**

**REAch2 Kent**

**REAch2 Maritime**

**REAch2 Staffordshire**

**REAch2 Sussex**

**REAch2 Thames Valley**

**REAch2 Warwickshire**

**REAch2 Waltham Forest**

To learn more about our multi-academy trusts and their schools, please visit [www.reach2.org](http://www.reach2.org)

Our cornerstones and touchstones

REAch2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust: seven principles which make our Academies distinctive. 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.

The touchstones are:

* **Learning**: children and adults will flourish in their learning and through learning discover a future that is worth pursuing;
* **Leadership**: we aspire to an unwavering emphasis on the highest quality of leadership at all levels. The Trust seeks out talent, develops potential and spots the “possible” in people as well as the “actual”.
* **Enjoyment**: 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 will release in children their natural curiosity, fun and determination.
* **Inspiration**: inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.
* **Inclusion**: we celebrate the economic, social and religious differences that serving a range of communities across the country brings and we encourage diversity. Embracing inclusion, particularly those children with special education needs, ensures that the Trust serves all and believes everyone can and must succeed.
* **Responsibility:** we take accountability seriously and by being responsible for every child, we act judiciously with control and care. We don’t make excuses, but mindfully answer for actions and continually seek to make improvements.
* **Integrity:** we are a trust that has a strong moral purpose. As a Trust we recognise that we lead by example and if we want children to grow up behaving appropriately and with integrity then we must model this behaviour. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website: www.reach2.org

**Job Description**

Core Purpose

* To assist the School Business Manager in financial administration.

Key Duties and Responsibilities

**Job Description**

Job title: Finance Officer, Kemsley Primary Academy

Salary: Kent Range 5

Hours: 37 hours p/w (term-time only

Responsible to: School Business Manager

Responsible for: N/A

**Finance Management**

* Support SBM with the preparation of the school annual budget for approval by governors.
* 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.
* Carry out month end processes.
* 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.
* Report on cash flow and banking.
* Maintain suitable banking arrangements.
* 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.

**Reception 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 duties as directed by the Business Manager

**Person Specification**

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| **Factors** | **Essential** | **Desirable** |
| **Qualifications** | Good general education | * NVQ Level 3 or equivalent professional qualification
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| **Training** | * Evidence of Continuing Professional Development
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| **Experience** | * Managing budgets and financial reporting
* Managing procurement and assets
 | * An educational / financial environment work background
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| **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
* 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
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| **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.
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