



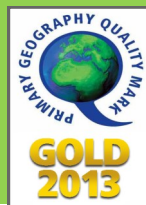
Abbey Court School

ABBHEY COURT SCHOOL

'We grow people'



FINANCE MANAGER



January 2021

Dear Applicant

FINANCE MANAGER

Thank you for responding to our advertisement and requesting further details of this post.

Abbey Court has been rated 'outstanding' by Ofsted at the last three successive inspections.

This information booklet provides details about both the school and the position in question. Please find enclosed:

- ◇ Information about the school and post (including Job Description and Person Specification)
- ◇ Application form

The closing date for applications is 3.30pm on 5 February 2021. Please note that we will follow up on references in advance of interview.

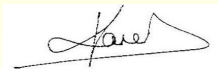
Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Disclosure and Barring Service certificate.

(To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (<http://www.abbeycourt.medway.sch.uk/384/safeguarding>).

I look forward to receiving your completed application.

Yours sincerely



Ms Karen Joy
Headteacher



WORKING AS A FINANCE MANAGER AT ABBEY COURT

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery and Primary School in Cliffe Road, Strood, and Secondary School and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

Visit our website and view our recruitment video at...

<https://www.abbeycourt.medway.sch.uk/1308/working-at-abbey-court-school>

Days and Hours

This is a term time only post. Daily working hours will be 8.00pm—4.00pm (3.30pm on Fridays). A flexible approach to each working day is expected by all postholders.

Salary

The successful candidate will be employed on Medway Scale B1 (£25,991—£33,782 pro rata).

Holidays

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

- ⇒ Enhanced DBS certificate
- ⇒ Qualification/ registration to professional body (if applicable)
- ⇒ Medical clearance
- ⇒ 2 x references

Interviews will take place as soon as possible after the closing date, and the panel and details of interview format will be advised to invited candidates.





School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to “have a go”, “fail safely” and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and *every* member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community’s perceptions of the school and its pupils and what they are really like.

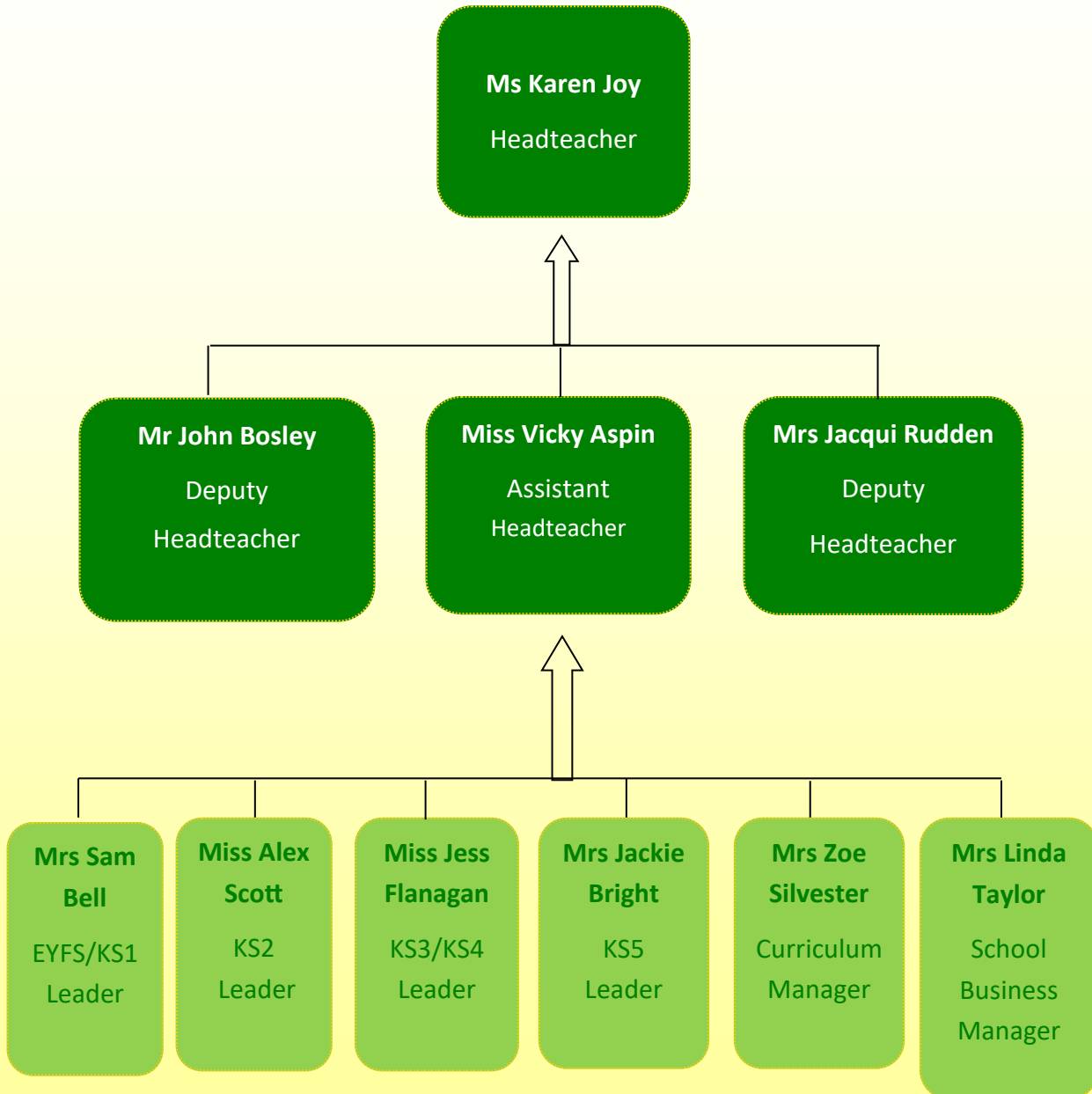
- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



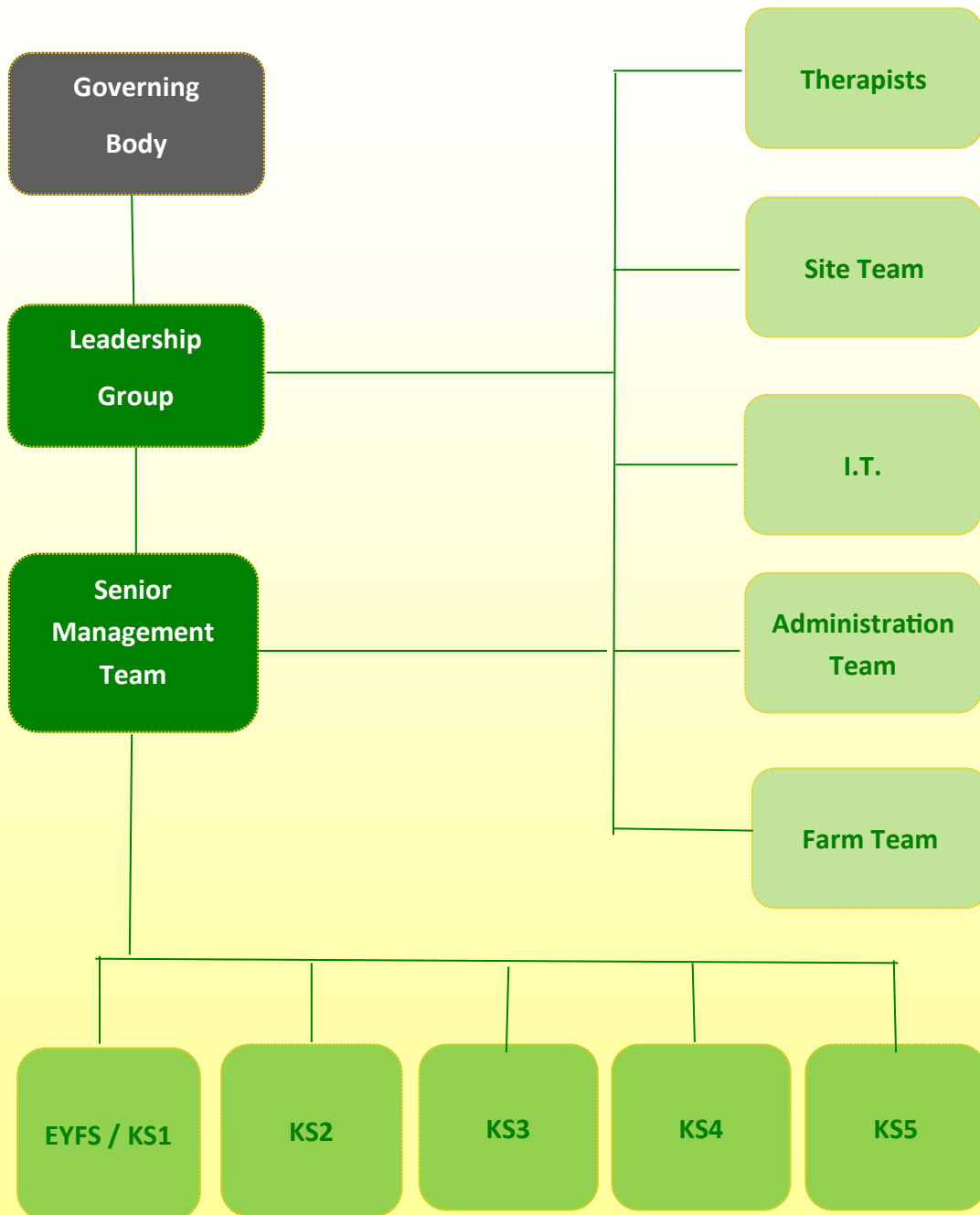
ADDITIONAL INFORMATION

1. Line Management Structure

Leadership & Senior Management Teams



Whole School



JOB DESCRIPTION

- HOURS:** 37 hours per week, term time only
Details of hours and working week to be agreed with the Headteacher
- SALARY SCALE:** Medway Scale B1, points 20 – 30, pro rata
- LOCATION:** Primarily based at one site but location will depend on the needs of the school.
- REPORTS TO:**
1. The Headteacher, who has overall responsibility for the school and /or her deputies.
 2. The Business Manager for day-to-day supervision and instruction.
- RESPONSIBLE FOR:** Finance Officer and Finance Assistant

GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.



1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.

JOB PURPOSE

1. The Finance Manager is responsible for the efficient management and administration of the finance department and all finance staff.
2. The Finance Manager promotes the highest standards of business ethos within the financial function of the school and, under the guidance of the School Business Manager, ensures the most effective use of resources in support of the school's learning objectives.
3. The Finance Manager is responsible for the Financial Resource Management of the school, ensuring the accurate use and maintenance of financial systems in the school.

ORGANISATION

The postholder will be directly line managed by the School Business Manager (SBM). The postholder will have direct day to day management responsibility for the Finance Officer and Finance Assistant.



MANAGEMENT AND LEADERSHIP

1. Plan and manage change within the Finance Department, and in accordance with the school development/strategic plan.
2. To maintain close liaison with the School Business Manager, to ensure consistency and continuity of good practice within the Finance Department and in accordance with other business management areas.
3. To support safeguarding across the school.
4. To lead and manage all school finance staff.
5. To play a role in Fire Evacuation procedures, ensuring the safety of pupils, staff and visitors is paramount.

LINE MANAGEMENT RESPONSIBILITIES

1. Day to day management responsibility for Finance Officer and Finance Assistant as indicated above, ensuring workload is prioritised in line with the overall aims and objectives of the school.
2. In consultation with the SBM and/or Headteacher, supporting executive decisions on training needs and first line disciplinary action.
3. Operational responsibility for the implementation of the appraisal process for Finance staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Financial Control

1. Ensure all procedures, controls and system requirements for administering the school's budget, accounts and procurement are in line with school policies, Schools Financial Value Standard (SFVS), LA and Central Government principles for the proper management of public money.



2. Regularly evaluate effectiveness of financial systems and controls, to ensure compliance, probity, and best practice, advising the SBM where improvements and changes are required, proposing solutions where applicable.
3. Ensure principles of best value and value for money in the acquisition of all services and resources through effective procurement.
4. Designing, sourcing, initiating and developing new systems for finance management, as appropriate, in order to ensure optimum effectiveness of controls, time management and quality of service at all times.
5. To ensure that the school complies with the requirements of the Data Protection Act and GDPR (with regard to finance matters).
6. Support the SBM in reviewing and updating finance related school policies.
7. Assessing risks to the school's financial plan, consulting with the SBM on risk management and mitigation activities.
8. Advise the SBM or Headteacher if fraudulent activities are suspected or uncovered, and in accordance with the school's Whistleblowing Procedure.

Budget Support

1. Providing information, including recurring costs; contract details; benchmarking data and national and local trends and forecasts, to support the SBM in preparing a realistic and balanced budget for school activity.
2. Production of regular budget statements and forecasts, advising the SBM on projected spending patterns, and future spending requirements.
3. Advise the SBM where additional finance is required to fund the school's proposed activities.
4. Allocate budgets to school budget-holders, as directed by the SBM, and provide them with on-going budgetary information and support in consultation with the SBM.
5. Prepare budget returns for the LA (under direction of the SBM).

Advise the SBM on types of investments which are appropriate for the school, taking account of risks, and identify possible and suitable providers in order to maximise return.

Monitoring and reporting

1. To act as the first point of contact for the DfE/LA with regard to financial returns and to be responsible for the provision of financial information.
2. Preparation of all financial returns required by the LA, government and other agencies within statutory deadlines.
3. To keep the SBM/Headteacher regularly advised of current expenditure against budget headings and to alert them to any potential difficulties.

4. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
5. Use the agreed budget to actively monitor and control performance to achieve value for money.
6. Provide annotated monitoring reports to the SBM, identifying and reporting where there are variances.
7. Oversee the distribution of on-going budgetary information to relevant people.
8. To oversee the reconciliation of SIMS records to monthly accounting reports, MIS returns received from the LA and to ensure errors and/or queries are dealt with appropriately and promptly.

Audit

1. To complete the annual Schools Financial Value Standard return and to prepare the school for external audit.
2. Subsequent to any audit, compiling an action plan, with the SBM, to address any shortfall or inadequacy as identified.

Charitable Activity

1. Manage the Abbey Court School Trust bank account, including entry of income and expenditure, allocation of monies to project and monthly bank reconciliations.
2. Provide a financial report to Trustees for each meeting.
3. Ensure school is registered to receive beneficiary matched funding.
4. Annual preparation and submission of accounts for Charity Commission audit.
5. Completion of annual Charity Commission checklist.
6. Annual review of Trust budget, with the Treasurer.
7. Liaison with HMRC re tax, amendments to persons with financial responsibility and the claiming of Gift Aid.
8. Oversee the Trust lottery, including renewal of the Gambling licence and regular return of licencing activity information.
9. Supporting the SBM in presenting timely and fully costed proposals, recommendations or bids for funding.
10. Research for appropriate grants/donators in preparation for bid applications.

All other financial based activity as directed by the Trustees.

Miscellaneous

1. Oversee the school Voluntary Fund account
 2. To balance ledger and reconcile the school's Petty Cash account to bank statements and to send local bank account returns and analysis to LA, to prepare bank book, pay and collect monies as and when required.
 3. Oversee the asset management register, making sure it is up to date and accurate, to ensure effective short, medium and long term asset management planning.
 4. Management of letting of school premises, meeting organisers and negotiating, within parameters set by the SBM/Headteacher, dates and costs.
 5. To negotiate, manage and monitor contracts, tenders and agreements for support services and building works in liaison with the SBM and Site Manager.
 6. Deal with queries from contractors, suppliers (including Agency staff) and central team.
 7. Manage insurance claims
 8. Supporting the SBM in presenting timely and fully costed proposals, recommendations or bids for funding.
 9. Attend the governing body meetings by invitation to provide professional advice and information on legislation, financial and administration matters as may be requested
 10. Maintain and update the school's CPD matrix via the SIMS database.
 11. To undertake reception/general office duties in an emergency situation when general office staff are absent.
- To participate in training courses and 'in service training' as required, and as appropriate to the post and to participate in an annual Performance Review.



PERSON SPECIFICATION

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| A | <p>EDUCATION, QUALIFICATIONS & TRAINING</p> <p>Good general level of education. GCSEs in Maths and English (or equivalent) Hold or be studying for a recognised qualification in financial management and/or having worked in a financial environment</p> |
| B | <p>EXPERIENCE</p> <p>Previous experience of managing accounts is essential Working knowledge of SIMS FMS6 preferred Previous Supervisory/Management experience Previous experience in an educational environment is preferred</p> |
| C | <p>KNOWLEDGE</p> <p>Excellent keyboard and IT skills (including data entry and Microsoft Excel) is essential Ability to use Microsoft Word is desirable</p> |
| D | <p>APTITUDE</p> <p>Excellent organisational skills, attention to details and high professional standards Ability to communicate accurately, clearly and effectively, both verbally and in writing Ability to remain calm under pressure Ability to work to set deadlines Excellent interpersonal skills Ability to prioritise and manage workload of self and others</p> |
| E | <p>SKILLS</p> <p>Ability to analyse data effectively Ability to manage the work of other team members</p> |
| F | <p>PERSONAL BEHAVIOURS</p> <p>Has a professional approach and high professional standards Ability to work collaboratively Ability to work flexibly and lead and manage change Ability to made appropriate and timely decisions after clearly considering options Is resourceful Works with integrity Demonstrates enthusiasm and motivation</p> |
| G | <p>EQUAL OPPORTUNITIES</p> <p>A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job</p> |



Abbey Court School

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Cliffe Road
Strood
Kent
ME2 3DL

Secondary School & Further Education
Rede Court Road
Strood
Kent
ME2 3SP

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: office@abbeycourt.medway.sch.uk



“I am incredibly overwhelmed with the amount of training offered at Abbey Court School.”

“Team work, training and quality of resources are strengths.”

“The moment I stepped inside the school, the atmosphere was positive.”

Staff Survey

