Swale ACADEMIES TRUST

Finance Assistant

Central Support Services Team

INFORMATION

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Welcome from Janet Garraway – Chief Operating Officer

Thank you for your interest in this role within the Central Support Services Team at Swale Academies Trust. This is an exciting time to be joining the Central Team, which is currently seeing a growth in capacity and expertise. We continue to develop new ways of working to ensure we can effectively respond to the needs of each school within the Trust and continuously improve the support we offer.

The team is pivotal in the successful running of the Trust and is focused on supporting the improvement of educational standards in every school. All of the work carried out by the Central Support Services Team is in relation to non-teaching and learning aspects of running a school, which includes IT, Finance, HR, Procurement, Governance, Projects and Estates.

We want to drive improvement further and faster, developing the efficiency of our schools through shared resources and collective procurement. Effective and efficient use of resources supports teaching and learning across the schools alongside ensuring both the long term viability of individual schools and the sustainable growth and strategic direction of the Trust.

As Chief Operating Officer, I constantly ensure that the services we offer are sustainable to support our future growth and provide strategic oversight of operational services across all schools.

As a team, we offer a high quality service to all of the schools across the Trust. This innovative centralised structure allows Headteachers to focus on teaching and learning.

We encourage our staff to be flexible thinkers with an open-minded approach to change as we continue to expand our successful Multi-Academy Trust. If you are as excited about this as we are and want to join us on our journey, we would be delighted to receive your application.

Janet Garraway
Chief Operating Officer

JOB DESCRIPTION

Job Title: **Finance Assistant**
Grade: **SAT 4**
Responsible to: **Head of Finance**

Purpose

The post holder will work as part of a growing team based at Ashdown House providing an effective financial and administrative service to all schools across the Trust. The postholder will be expected to work as part of the team and to complete tasks conscientiously and to a high standard.

They will be expected at all times to promote the ethos of Swale Academies Trust as caring and welcoming and this will be reflected in their dealings with all individuals. The postholder will be expected to work in a sensitive and diplomatic manner, having regard for the confidential nature of their work.

Principal accountabilities

- Raise orders, process delivery notes and invoices / credit notes onto the Trust accounting software (PS Financials).
- Raise sales invoices / credit notes and receipts from PS Financials.
- Record income received from EFA (Education Funding Agency), KCC and other grant providers.
- Ensure all invoice requests are supported by the correct documentation e.g. letting contract.
- Monitor, record and reconcile all petty cash transactions.
- Record all staff reimbursements.
- Record and reconcile all direct debits and standing orders.
- Monitor Trust purchase card scheme.
- Maintain trips and voluntary ledger.
- Maintain central register of leases and contracts.
- Deal with queries from staff, suppliers, customers, parents by telephone, email or in person.
- Prepare relevant reports from PS Financials for budget holders.
- Ensure all documentation is supported by the correct authority.

JOB DESCRIPTION

General accountabilities:

- Ensure that output and quality of work is to a high standard and complies with current legislation / standards.
- So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees.
- Undertaking such other duties as reasonably correspond to the general character of the post.

PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE	HOW MEASURED
Qualifications & Training	Educated to GCSE or equivalent level, with English and Mathematics GCSE or equivalent at Grade C or above as a minimum.	E	A, I
Experience, Skills, Abilities and Attributes	Experience of working in a finance office.	E	A, I
	Experience in an education setting would be an advantage.	D	A, I
	Able to communicate in a friendly and helpful manner with staff, students, parents and members of the general public, both in person and over the telephone.	E	A, I
	Good literacy and numeracy skills.	E	A, I
	Ability to cope with interruptions.	E	A, I
	The ability to remain calm under pressure and handle a wide range of situations.	E	A, I
	Be a strong team player and work well with other members of the office team.	E	A, I
	Be adaptable and flexible, with a "can do" attitude.	E	A, I
	Good interpersonal skills.	E	A, I
	Ability to work efficiently and accurately, with excellent attention to detail.	E	A, I
	Willingness to learn.	E	A, I
	Ability to develop and maintain effective computerised and manual filing systems.	E	A, I
	Ability to work on own initiative and prioritise personal workload to meet deadlines.	E	
Knowledge	Knowledge of administrative procedures.	E	
	Good working knowledge of Microsoft packages, Word, Excel and PowerPoint and use of email.		
	An understanding of safeguarding responsibilities within an educational setting.		
	Experience of using Parentpay, PS Financials and HCSS (or similar databases) would be a distinct advantage, although training will be provided.		

Assessment Methods:

A = Application Form I = Interview

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Human Resources Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring with them the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence.
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts comprising of seventeen schools.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

SWALE ACADEMIES TRUST SAFEGUARDING POSITION

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.
This can be downloaded here: https://www.swale.at/page/?title=Privacy+Notice&pid=33

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JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732