



Greywood

Multi-Schools Trust

The House, Eastern Avenue, Lichfield,
Staffordshire, WS13 7EW

Finance Administrative Officer

Application Pack

Henry Chadwick Community Primary School

School Lane

Hill Ridware

Rugeley

Staffordshire

WS15 3QN



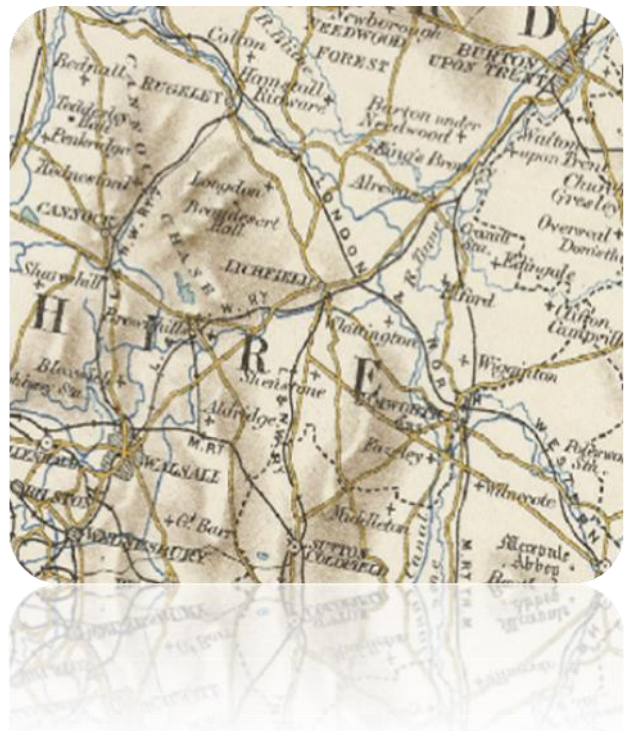
The Greywood Multi-School's Trust has brought together a group of schools with a shared vision to develop a learning community that brings real benefits to students, staff, parents and the wider community. It is determined to achieve this change not just through the transactional benefits of academisation, but through a deep and genuine sharing of learning and best practice.

Our Greywood emblem reflects the history of our region, but also represents our key objective of benefitting from a central trunk which forms the basis for school growth, as well as individual branches which enable member schools to retain their own distinct culture and direction.

Initially, the schools involved are in or around the Lichfield and Rugeley Districts and come from the primary, secondary and special sectors. The Trust intends to be highly inclusive and offers a potential educational route from age 2, when the youngest children enter primary school, to 25, with extended special school provision.

For more information please visit our website

<https://www.greywoodmst.co.uk/>



Information about the school

- Henry Chadwick Primary School is part of the Greywood Multi-Schools Trust.
- The core values of the Trust run throughout our small, caring and supportive community school in the heart of Staffordshire.
- The school can be found in the centre of the small village of Hill Ridware, near Rugeley and Lichfield.
- We pride ourselves on our inclusive nature and offer a curriculum that is tailored to the needs of individuals.
- Our school motto is “Learn to Live” and in addition to teaching academic skills we teach, nurture and encourage life skills – resilience, teamwork, empathy, communication and determination,
- There are 116 pupils on roll at the school.
- The school has mixed age classes (Nursery/Reception, Year 1/2, Year 3/4 and Year 5/6.
- The school was judged as “good” by Ofsted in April 2016.



Greywood
Multi-Schools Trust



**Henry Chadwick
Community
Primary School**

JOB DESCRIPTION: FINANCE SUPPORT Grade 5

Main purpose

To provide a confidential financial administrative service to the Headteacher and the Chief Finance Officer.

Completion of day-to-day financial administration, ensuring an efficient and effective service.

Duties and responsibilities

Financial

- Support to the Headteacher and Chief Finance Officer in the planning, implementing, monitoring and controlling the day-to-day financial operation of the school budget and other funds.
- Ensure staff pay is correct by completing monthly payroll checks.
- To be responsible for raising and matching off purchase orders and processing of purchase, sales invoices and transactions using Access, taking account of VAT.
- Monthly reconciliation of the school's bank account.
- Undertake the monthly reconciliation of payroll and other control accounts.
- To obtain quotes for one off items and liaise with suppliers as requested by the Headteacher.
- Prepare and process journals to appropriate cost codes.
- Reconciliation and administration of school purchase cards.
- Raising payments, banking of cheques/cash, and fundraising monies as required.
- Undertake other financial tasks as instructed by the Headteacher or Chief Finance Officer.

Administrative

- Resolving problems as they arise.
- Ensure the maintenance of administrative/financial records support for the business function of the school.
- Use of ParentPay for finance reports.
- Responsibility for ordering and maintenance of a wide range of supplies and stocks. Contact and liaise with suppliers and providers.
- General administrative duties including filing, scanning and copying.

General

- To be responsible for the accurate filing of all financial data for easy retrieval.
- To continue to develop your own skills by attending training courses as deemed necessary. Arrange staff CPD when requested.
- To be able to organise and prioritise own workload ensuring that all deadlines are met.
- Attend team briefings as necessary.
- To follow the instructions of the Headteacher and Chief Finance Officer and be able to work under own initiative.
- It is expected that you will provide administrative/financial support that is commensurate to the role being undertaken.
- Administer first aid, if first aid trained.

This is not intended to be a complete and exhaustive list of all duties and responsibilities attached to the post. This job is subject to change as the role develops.

Safeguarding

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

Health & Safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

Policies & Procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

Other Conditions**Equal Opportunities**

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust, therefore, retains the right to amend job descriptions to reflect changing requirements.

Person Specification

Essential/Desirable Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Demonstrate experience of keyboard and word processing. • An awareness of equal opportunities issues. • Experience of working in a customer focused office environment. • Experience of paying particular attention to details. • Understanding of Local Government /Schools • Experience of Access, SIMS and Parent Pay systems. • Experience of monitoring budgets. • Experience of financial administration. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • GCSE Maths and English or equivalent or NVQ3 in Business Administration or equivalent. • Financial Qualifications. 	AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Ability to communicate clearly and confidently with people at all levels. • Able to work with minimum supervision, using own initiative. • Ability to conduct arithmetic calculations. • Ability to record written and numerical information accurately and reliably. • Ability to work under pressure and prioritise workloads. • Ability to produce reports, financial information and word processing documents. • Ability to read and understand comprehensive documents and to relay this information correctly. • Ability to be organised. • Good telephone skills. 	AF/I

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity. • Communication: shares and listens to information, opinions and ideas, using a range of effective approaches. • Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback. • Service Delivery: understands customer needs and responds appropriately. • Tactful and courteous. • Open, willing and flexible manner. • Customer focused attitude. 	<p>AF/I</p>
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AF - Application form

A – Assessment
Test

I – Interview

T -

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

KEY DATES AND INFORMATION

Vacancy Closing date: 9am Thursday 26th May 2022

Shortlisting: during the morning of Thursday, 26th May 2022

Shortlisted candidates will be notified by email

Interviews will take place in school: during the afternoon of
Monday 6th June 2022

Start date: negotiable but ideally as soon as possible to facilitate a
handover with the current post holder

**Henry Chadwick Community Primary School, School Lane,
Hill Ridware, Rugeley, Staffordshire,
WS15 3QN
Tel: 01543 490354**

Application process

Application is by completion of the Application form, please note that CVs are not accepted. Please ensure that any covering letter is no longer than 2 sides of A4 paper.

Applications should be returned to the school office c/o Mrs Carole Jones, School Secretary, and can be returned to the address above or by email to office@henrychadwick.greywoodmst.co.uk

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Please also advise them that you have given their name and that they may be approached to provide a timely reference.

This School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

This position is subject to a criminal record check from the Disclosure and Barring Service (DBS) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Thank you for your interest in this vacancy