

A CHURCH OF ENGLAND MULTI-ACADEMY TRUST  
DEDICATED TO TRANSFORMING CHILDREN'S LIVES

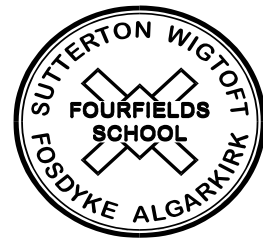


Sutterton & Swineshead Church of England Primary School

# Administration and Finance Officer



# Administration and Finance Officer



## SALARY

G5 Points 12 – 15, £26,409 to £29,093 FTE  
£22,004.87 to £24,241.26 (Pro Rata)

## HOURS

35 Hours per week, 40 weeks per year  
(Term time plus inset days and one additional week during school closures)

## START DATE

November 2024

## LOCATION

Sutterton Fourfields Church of England Primary School &  
Swineshead St Mary's Church of England Primary School

## APPLICATION DEADLINE

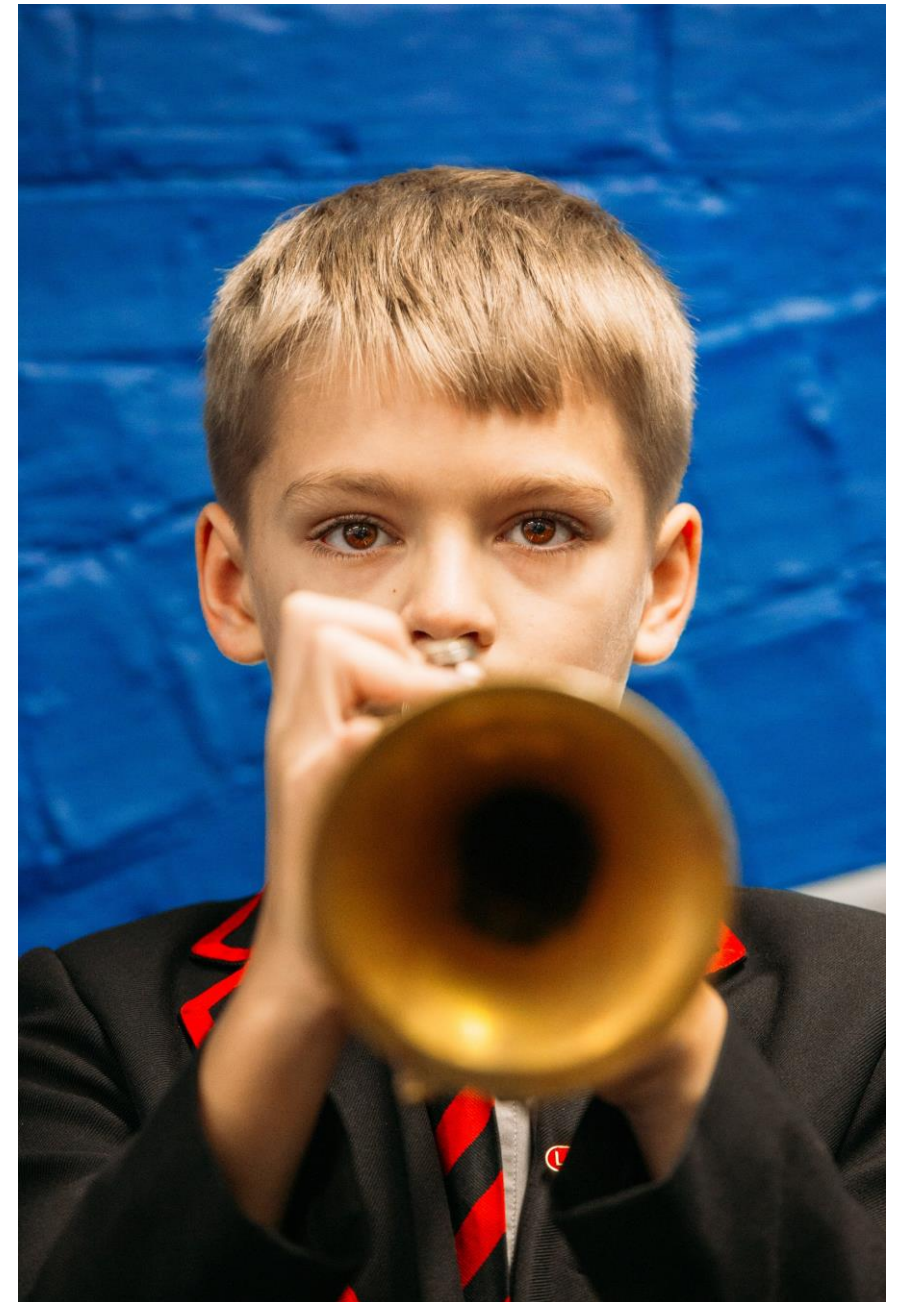
Thursday 3<sup>rd</sup> October 2024 (noon)

## INTERVIEWS

Friday 11<sup>th</sup> October 2024 (Timings TBC)

For an informal discussion about the role, or to arrange a visit,  
please contact [shelley.rix@laat.co.uk](mailto:shelley.rix@laat.co.uk)

Please go to [My Trust Careers](#) to apply



## Welcome from the CEO of The Trust – LAAT

### Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.





Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst  
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



## What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

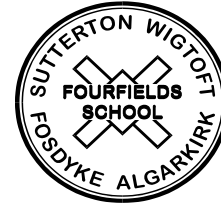
## You are the God who sees me (Genesis 16:13)

### We see you and believe you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.
- We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.
- We also offer apprenticeships within the Trust that support career pathways for Teaching Assistants, provide opportunities for Wellbeing Champions and enhance digital skills.
- All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.
- Our focus on Growth and Development rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.
- All colleagues have access to;
  - Over 70 online courses to support development
  - 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
  - Free of charge counselling sessions
  - Free of charge physiotherapy
  - Personalised wellbeing coaching
  - Virtual GP - Accessible by smart phone, or computer with same day appointments



# About Swineshead St Mary's Church of England Primary School & Sutterton Fourfields Church of England Primary School



Swineshead St. Mary's CE Primary School and Sutterton Fourfields CE Primary School's vision is based on Christian principles, values and aims: *Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.*

As in the gospel story of two travellers who meet and are transformed and enriched by sharing part of their journey with a guide, we view our work with children to be a similar brief opportunity to make a lifelong difference to their future lives.

For part of the children's life journey, we have the privilege to walk with them. During these fleeting years, we commit to ensuring that every child is enriched, challenged, supported, and developed so that they can be the best that they can be.

We use the strapline, "Small Village, Big Horizons" to articulate our vision for the schools. We want our curriculum to expand the experiences and ambitions of our pupils. We want our pupils to learn about local knowledge alongside national and global information.

We seek to not only provide an environment which promotes achievement in learning but also one of warmth, security and care, valuing each member of the school community and working to encourage the realisation of everyone's potential. We celebrate all achievement whether big or small and challenge our children (and ourselves) to improve even more. We encourage a 'can do' culture, a thirst for life-long learning and a pride in each other's skills and attributes.



## Job Description

The successful candidate will be responsible for ensuring that the school back-office functions effectively. This support extends to managing the office and administrative functions, ICT services and day to day operation of the school.

To provide a full range of administrative and finance support to the School.

### Key Tasks and Responsibilities

Responsible for the management of the MIS (Management Information System) system and administration ensuring both pupil and personnel records are updated and correct. Prepare Census information and upload within set timescales.

Responsible for overseeing the accurate the inputting and recording of payroll information as well as the preparation of paperwork for the payroll provider as required to ensure legislative compliance.

Checking payroll outputs and reports to ensure accurate pay records.

Management of the online cashless payment system.

Liaise with third party suppliers, e.g. Supply agencies, catering providers as required.

Oversee and support the roles and responsibilities of administration and clerical staff. This will include line management.

Ensuring that all financial systems and processes operating within the School are in accordance with the LAAT Finance Policy.

Processing purchase orders in line with the LAAT Finance Policy and monitoring the effective use of the procurement card, ensuring that transactions recorded and in a timely and accurate manner.

Obtaining quotes in line with the purchasing procedures set out within the LAAT Finance Policy where required.

Maintaining staff personnel files on the Trust HR MIS and ensuring compliance with pre-employment checks for volunteers, agency staff and checking of ID for all other colleagues.

Updating the staff personnel database in relation to specified areas of role, to include sickness absence, G&D records, training and induction.

Maintaining the School SCR for volunteers, agency staff and contractors

Travelling to attend training courses as required.

### Other

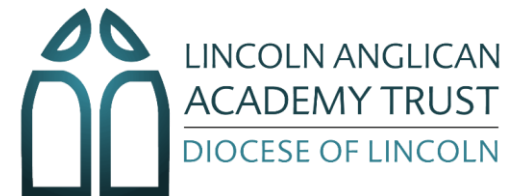
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

**The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.**





# Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

## Training/Qualifications/Experience

	Essential	Desirable
O Level/GCSEs (English & Mathematics at grade C or above)	*	
Experience of working in a finance role in the education sector		*
Experience of using PS Financials software		*

## Professional knowledge and understanding

Understanding of key financial controls	*	
To be able to effectively use IT, particularly accounting software and Microsoft Excel	*	
Understands requirements of handling confidential and sensitive information	*	

## Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

## Personal and Professional Skills and Attributes

Well-developed interpersonal skills for working with a range of internal and external stakeholders	*	
Ability to explain financial concepts to non-finance colleagues		*
Good organisation skills	*	
Strong numeracy and literacy skills.	*	
Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	

**Approach to work** - Candidates should

**Essential**

**Desirable**

Maintain confidentiality at all times	*	
Ability to accommodate changes in work practice	*	
Apply attention to detail to ensure accuracy and validity	*	
Be able to work independently as well as part of a team	*	

**Behaviour Competencies** - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

**Other**- Candidates should

Be a positive role model	*	
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# THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



BE PART OF SOMETHING BIGGER



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# Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

**Transparency** – we will treat you with respect, honesty, and fairness.

**Protecting your privacy** – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

**Showcasing talent** – we'll provide a good opportunity for you to share your skills, experience, and potential.

**Feedback** – we will provide constructive feedback professionally.

**Listening** – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

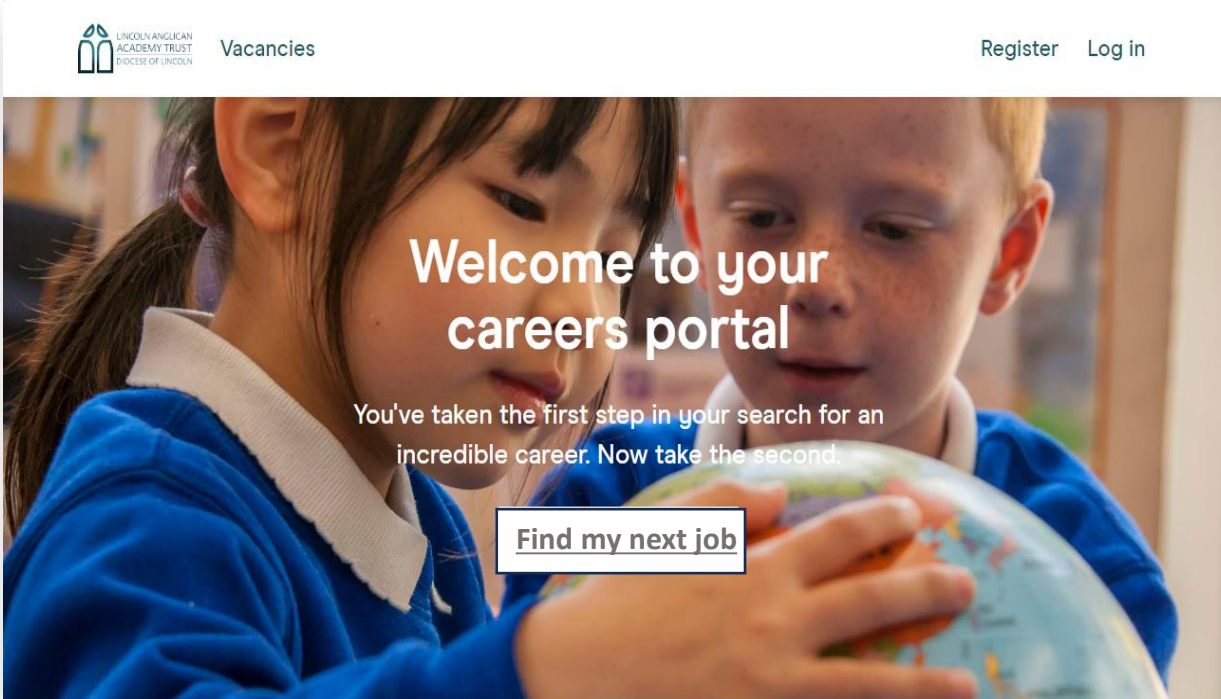
Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

**In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.**



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Vacancies

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incredible career. Now take the second.

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