

A tall, teal-colored signpost stands in the foreground, partially obscured by a blue metal fence. The signpost has a white top section with the 'Swale ACADEMIES TRUST' logo. Below this, four teal sections contain white text and directional arrows: 'Trust Office' with a top-right arrow, 'Westlands Primary' with a top-left arrow, 'Westlands Nursery' with a top arrow, and 'Children's Centre' with a right arrow. In the background, a brick building with large windows is visible, with a smaller 'Swale ACADEMIES TRUST' sign on its wall. Large green trees frame the scene.

Swale
ACADEMIES
TRUST

Trust Office ↗

Westlands Primary ↖

Westlands Nursery ↑

Children's Centre →

Swale
ACADEMIES
TRUST

Assistant Finance Manager

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, Health & Safety 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

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

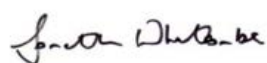
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION

Job Title: Assistant Finance Manager
Grade: SAT 8
Responsible to: Head of Finance

Purpose of the Job:

The post-holder will work as part of an established team providing an effective financial and administrative service to all schools across the Trust. They will assist the finance managers and supervise the finance assistants. The post-holder 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 post-holder will be expected to work in a sensitive and diplomatic manner, having regard for the confidential nature of their work.

Main duties and responsibilities (Accountabilities):

- Assist finance managers with the production of monthly management accounts;
- Assist with the preparation of audit and year-end schedules;
- Maintain key accounting schedules such as operating leases, asset register, utilities etc.
- Line manage senior finance assistants and finance assistants, to include appraisals/1-2-1s etc.
- Produce, review and circulate budget holder reports;
- Undertake variance analysis of key cost centres;
- Review accuracy of processing and ensure errors are identified and resolved;
- Ensure month end deadlines are met;
- Monitor aged debtor and aged creditor reports;
- Complete initial check of all BACS runs ensuring documentation is complete and authorisation is in place;
- Monitor outstanding purchase orders;
- Manage the bad debt procedure, ensuring these are chased and resolved;
- Authorise and set up new suppliers;
- Process purchase orders / invoices / sales invoices when necessary;
- Deal with queries from staff, suppliers, customers, parents by telephone, email or in person

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.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications & Training	• Educated to Level 3 AAT/Diploma or equivalent.	E
	• Grade A*-C GCSE or equivalent in English and Maths.	E
	• Hold or be willing to undertake a recognised accountancy qualification, e.g. AAT.	D
Experience, Skills, Abilities and Attributes	• Working in a busy finance office.	E
	• Financial control process such as month end, budget monitoring and management accounts.	E
	• Management and development of others.	E
	• Financial accounting systems.	D
	• Experience in an education setting would be an advantage.	D
	• Experience of using Parentpay, IRIS Financials would be a distinct advantage, although training will be provided.	D
	• Knowledge of funding, regulatory and legislative environment of academies.	E
	• 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
	• Good literacy and numeracy skills.	E
	• Ability to analyse data and draw meaningful conclusions.	E
	• Ability to cope with interruptions.	E
	• Ability to manage and prioritise the workload of others.	E
	• The ability to remain calm under pressure and handle a wide range of situations.	E
	• Be a strong team player and work well with other members of the office team.	E
	• Be adaptable and flexible, with a "can do" attitude.	E
	• Good interpersonal skills.	E
	• Ability to work efficiently and accurately, with excellent attention to detail.	E
	• Willingness to learn.	E
	• Ability to develop and maintain effective computerised and manual filing systems.	E
	• Ability to work on own initiative and prioritise personal workload to meet deadlines.	E

PERSON SPECIFICATION

CRITERIA		ESSENTIAL/ DESIRABLE
Knowledge	<ul style="list-style-type: none">• Knowledge of administrative procedures and financial standards.• Good working knowledge of Microsoft and Google software packages, e.g. Word, Excel and Power Point, and Gmail, Drive, and Groups.• Knowledge of the funding regulations applied to the academy sector and how this relates to day-to-day tasks.• An understanding of safeguarding responsibilities within an educational setting.	E E E E

OVERVIEW

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

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 North School, Ashford
- 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

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 applications 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.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our trust will be subjected to safeguarding checks in line with the statutory guidance keeping Children Safe in Education.

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>