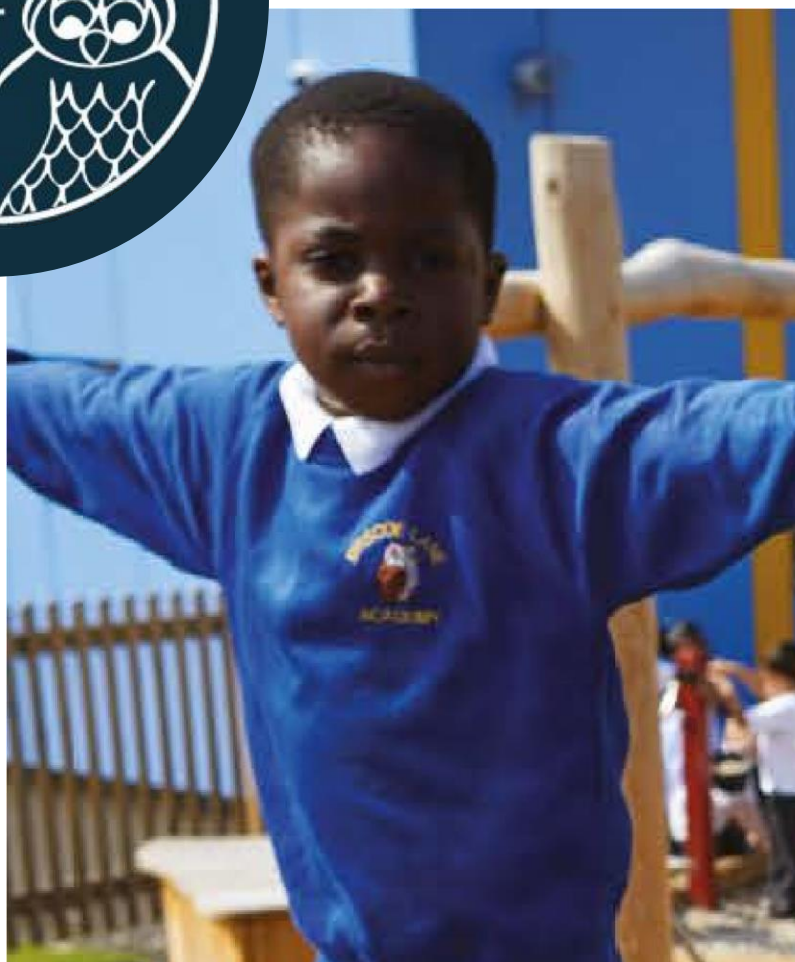




CENTRAL SERVICES OFFICER
RECRUITMENT PACK



WELCOME FROM THE CEO

I am delighted that you have chosen to apply for the post of Central Services Officer at Wise Owl Trust.

Based in the heart of East Manchester, we are an innovative and ground-breaking Multi Academy Trust like no other. Just like the city we are proud to call home, we do things differently and we are looking for innovators and change-makers to join us on our mission as we look to grow and expand in the near future.

I like to say that at Wise Owl Trust we prepare our children for the tests of life, not just a life of tests. We pride ourselves on our innovative approaches and being at the forefront of change, which is why we created our own bespoke RESPECT curriculum (now rolled out to over 1000 schools nationwide). And that is just the beginning. Now we are looking for somebody to help us really drive that mission forward, across our communities, our families, and eventually across more schools.

Our focus is on continuous school improvement and offering our pupils the very best education. Our results speak for themselves, as our academies are now in the top 3% for progress in the country, all judged to be Good by Ofsted in 2019, with results above average in reading, writing and maths.

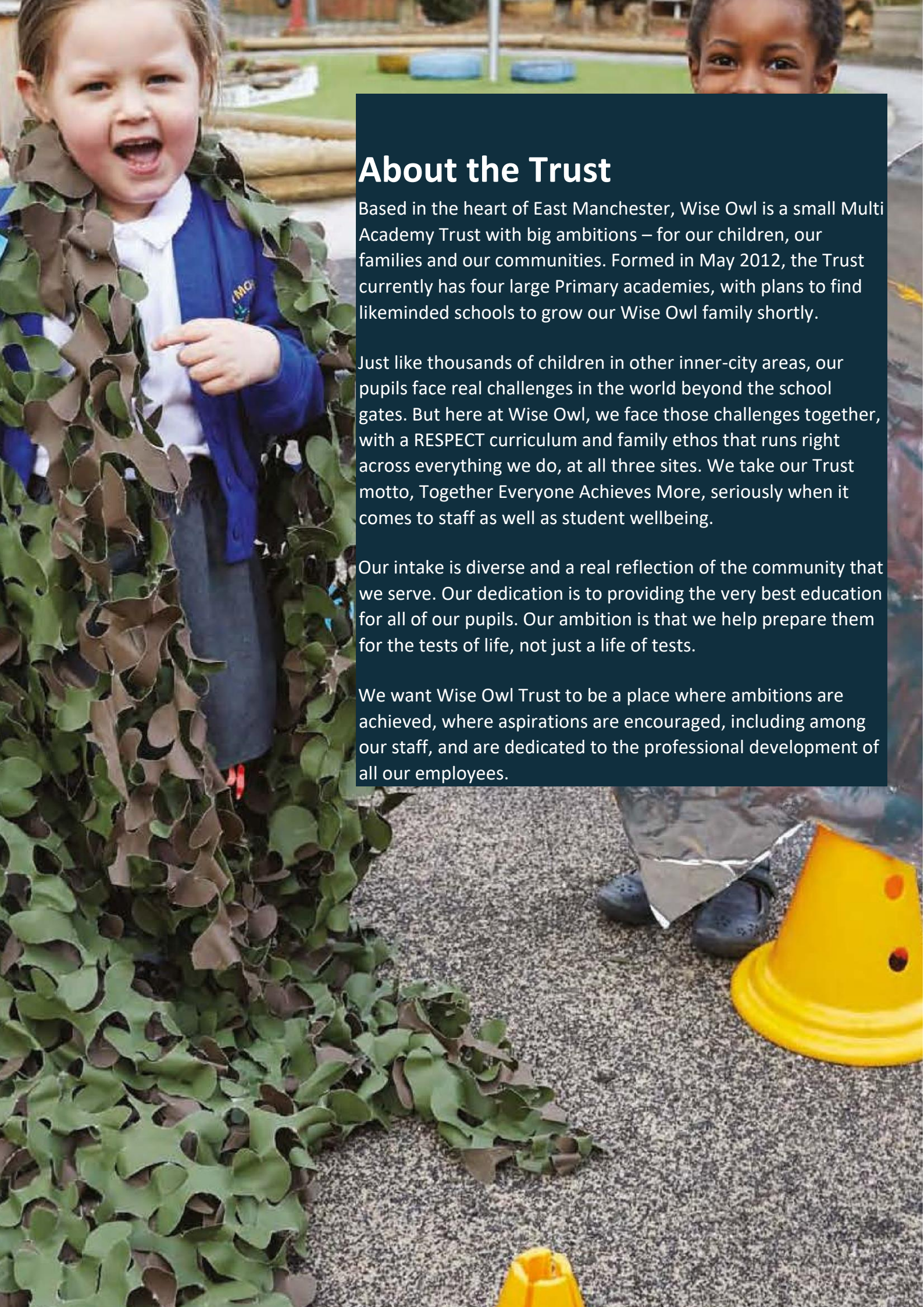
But we don't just measure our success in terms of grades and SATs results, the wellbeing of all is at the heart of everything we do, which is why we have developed our Wise Owl Wellbeing (WOW) strategy. Focussing on looking after the mind, body and soul of our staff, as well as our pupils. Part of this is a real dedication to staff development opportunities across the Trust which we would encourage you to grab with both hands.

As you can see, this is an exciting time to join our Trust as we start to expand our vision for the future on a local and national level. As CEO, I am proud of what we have achieved so far and look forward to meeting applicants who want to join us on the next exciting stage of our journey.

Making the choice to work for Wise Owl Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be. We look forward to receiving your application.

Sophie Murfin

Chief Executive Officer



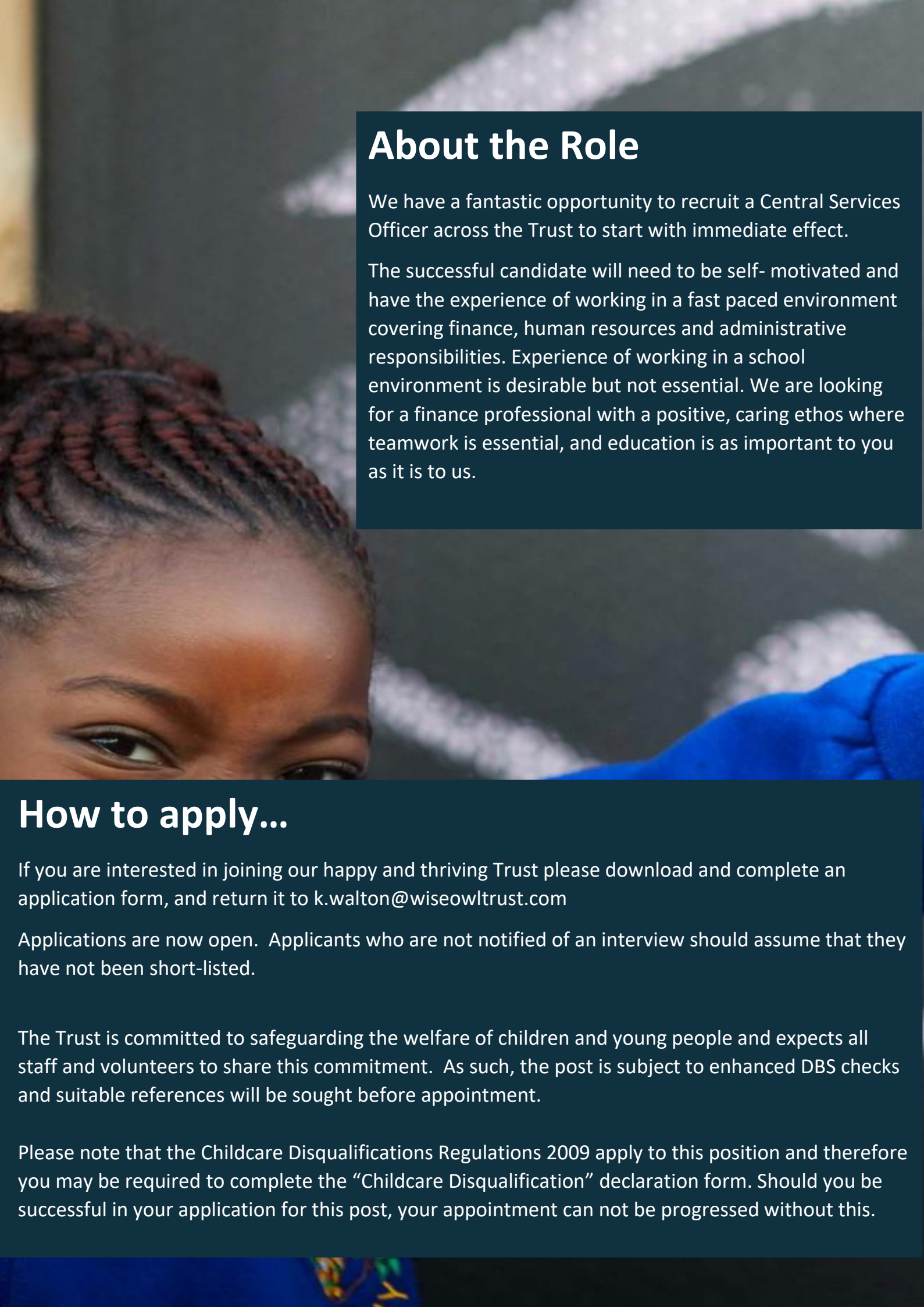
About the Trust

Based in the heart of East Manchester, Wise Owl is a small Multi Academy Trust with big ambitions – for our children, our families and our communities. Formed in May 2012, the Trust currently has four large Primary academies, with plans to find likeminded schools to grow our Wise Owl family shortly.

Just like thousands of children in other inner-city areas, our pupils face real challenges in the world beyond the school gates. But here at Wise Owl, we face those challenges together, with a RESPECT curriculum and family ethos that runs right across everything we do, at all three sites. We take our Trust motto, Together Everyone Achieves More, seriously when it comes to staff as well as student wellbeing.

Our intake is diverse and a real reflection of the community that we serve. Our dedication is to providing the very best education for all of our pupils. Our ambition is that we help prepare them for the tests of life, not just a life of tests.

We want Wise Owl Trust to be a place where ambitions are achieved, where aspirations are encouraged, including among our staff, and are dedicated to the professional development of all our employees.



About the Role

We have a fantastic opportunity to recruit a Central Services Officer across the Trust to start with immediate effect.

The successful candidate will need to be self-motivated and have the experience of working in a fast-paced environment covering finance, human resources and administrative responsibilities. Experience of working in a school environment is desirable but not essential. We are looking for a finance professional with a positive, caring ethos where teamwork is essential, and education is as important to you as it is to us.

How to apply...

If you are interested in joining our happy and thriving Trust please download and complete an application form, and return it to k.walton@wiseowltrust.com

Applications are now open. Applicants who are not notified of an interview should assume that they have not been short-listed.

The Trust is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, the post is subject to enhanced DBS checks and suitable references will be sought before appointment.

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you may be required to complete the "Childcare Disqualification" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this.

Central Services Officer – Job Description

The post holder will report to the Chief Finance Officer (CFO) and Principals as appropriate. Apart from other colleagues in the academy/Trust, the main contacts of the job are: Principals, teaching staff, other support staff and pupils. The role will be based at Seymour Road Academy but you will be expected to work across all schools within the Trust.

Main purpose of the job:

- To work collaboratively across the Trust on all sites as required.
- To work collaboratively with all staff and parents in order to support pupil well-being and to promote the values, ethos, policies and procedures of the Trust.
- To provide a comprehensive and accurate admin, financial, human resources and services administration service to the academy/Trust.
- To ensure the smooth running and input of relevant data to the payroll process.
- To assist the CFO in the efficient and prudent management of the Trust's finances.

Main duties:

- Assist the CFO with the provision of a comprehensive and accurate admin, finance, human resources and services administration service to the Trust.
- Ensure the smooth-running and input of relevant data to the payroll process, including the day to day management of the payroll provider, ensuring service level agreements are met, the electronic and manual personnel files are accurate and up to date, and data is collated and submitted as required.
- To be responsible for the maintenance, recording and updating of all administrative systems and procedures, including collating and retrieving information to a high standard.
- Undertake procurement and sales revenue procedures including liaison with suppliers as appropriate.
- Undertake financial administration duties including, but not exclusively, bank reconciliations, internal recharges, journals and the generation of budget holder reports ensuring that work is accurate, of a high standard and is in accordance with the Trust's financial procedures and regulations.
- Prepare regular and ad-hoc briefing notes, reports and data, both manually and through computerised systems as required for evaluation and submission, including reports and financial data.
- Maintain the asset inventory and assist in the Trust's asset management processes, alerting the CFO to any areas of concern.
- Maintain accurate computer records which record financial transactions and provide procurement advice to staff with regard to Trust financial procedures and regulations.
- Be responsible for the line management and supervision of other admin/support staff as required by the Principal,
- To work as part of a team to support colleagues and contribute to the vision and ethos of the Trust.
- To undertake personal development to improve own practice.
- To oversee pupil welfare duties under the agreed system for the academy to ensure the safety and welfare of pupils.

- To manage the academy's administrative functions and any other duties that may be required by the Principal or CFO.
- Through personal example, open commitment and clear action, ensure diversity is positively values, resulting in equal access and treatment in employment, service delivery and external communications.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Safeguarding Children

WOT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date of issue:

Signature of postholder:

Name of postholder:

Central Services Officer – Personal Specification

For this job we are looking for:

- Thorough knowledge and understanding of the principles and practices of finance, and significant experience of working in a financial environment.
- An understanding of the requirements for ensuring an efficient payroll system.
- Experience of analysing financial information and using budget monitoring procedures for monitoring income and expenditure.
- Ability to analyse complex information and statistical data to produce reports and commentary using spreadsheets and databases.
- Excellent IT skills and the ability to use financial management software packages or similar systems.
- Ability to develop and review financial systems and procedures and implement improvements.
- Ability to assist the CFO with the provision of accurate admin, human resources and services administration service within the Central Services Team, as required.
- Effective communicator, both verbally and in writing, with an ability to relate to staff at all levels of seniority.
- Excellent numerical skills to check and record accurate financial information, with an ability to proof read large amounts of financial data.
- Ability to keep accurate financial records and maintain an efficient filing system.
- An understanding of the importance of financial regulations, and a knowledge of such regulations or an ability to learn these through training.
- Good organisational skills to meet any financial deadlines as required throughout the school financial year.
- Willingness to attend any training courses as may be required in the future.
- Willingness to abide by the Trust's various policies.

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
- Personal commitment to continuous self-development.
- Personal Commitment to continuous service improvement.
- Personal commitment to the Trust's professional standards, including dress code, at all times
- Be willing to consent to and apply for an enhanced disclosure to a DBS (Disclosure & Barring Service) check.



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