



Finance
Administrator
October 2024



NEWLAND SCHOOL FOR GIRLS

Cottingham Road, Kingston Upon Hull, HU6 7RU

Tel: 01482 343098 Fax: 01482 441416 E-mail: nsg_admin@thrivetrust.uk

www.newlandschool.co.uk

PRIDE ASPIRE EXCELLENCE



Headteacher: Vicky Callaghan

Dear Candidate

Newland School for Girls is a diverse, highly aspirational and academically high achieving school. We are rightly proud of being all-girls, serving and educating young ladies in Hull for over 100 years. We encourage every student to have high aspirations and the ambition to succeed.

We offer a unique educational experience in the city and girls who are part of our school become part of the strong network of Newland Old Girls, within the city and beyond. We promote the traditional values of respect, care for each other and self-discipline, while celebrating the school's diverse talents, abilities and cultures. Our students work together in a well-ordered, harmonious and happy community drawn from all cultures and backgrounds across the city.

We place a high value on care and nurture to enable all our students to make rapid academic progress and grow into caring and responsible young adults. Our students have a keen appreciation of moral values, a lively sense of purpose and a justified pride in themselves. They value highly the support they receive from teachers, the challenge they receive in lessons and the tolerance and respect all students have for each other in their school community. We have high levels of attendance and punctuality. Our students are successful, personable and motivated to learn. "Students' good behaviour and highly positive attitudes to learning are underpinned by good promotion of spiritual, moral, social and cultural education." We place a high value on the development of character alongside, a student's ability to achieve excellent examination results.

Newland is a school you can teach in. It is not without its challenges but we work hard as a staff team to ensure consistency and rigour in the education and support we provide. We are invested in the work we do and the impact we have collectively. Every employee is a part of that team and contributes to the outcomes of the students.

I hope that your research has enabled you to see what we have to offer and that by applying you want to be part of this success culture.

Yours sincerely

V Callaghan





Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 670 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.



Newland School for Girls, Cottingham Road, Kingston upon Hull HU6 7RU
Telephone: 01482 - 343098 Email: jobs@thrivetrust.uk



Examination Results 2023

2023 has been a fantastic year for Newland. Despite the national issues surrounding the reduction of grades awarded to bring results in line with pre COVID grades, Newland has continued to showcase the strength in depth across all subjects.

Key Stage 4 GCSE Results 2023

Performance Measure	2023/24
Attainment 8 Score	43.6
4+ inc Maths and English	56%
Ebacc Entry	77%
Ebacc APS	3.89



Newland School for Girls continues to provide the highest quality education for its students. 25% of all grades awarded this year were at a 7 or better and 4%, significantly higher than the national average, of all grades awarded were at the top level, Grade 9. As a school we are rightly proud of our students' achievement.





**Welcome from
Thrive Co-operative
Learning Trust Chief
Executive Officer
(CEO), Jonathan
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




Our Values



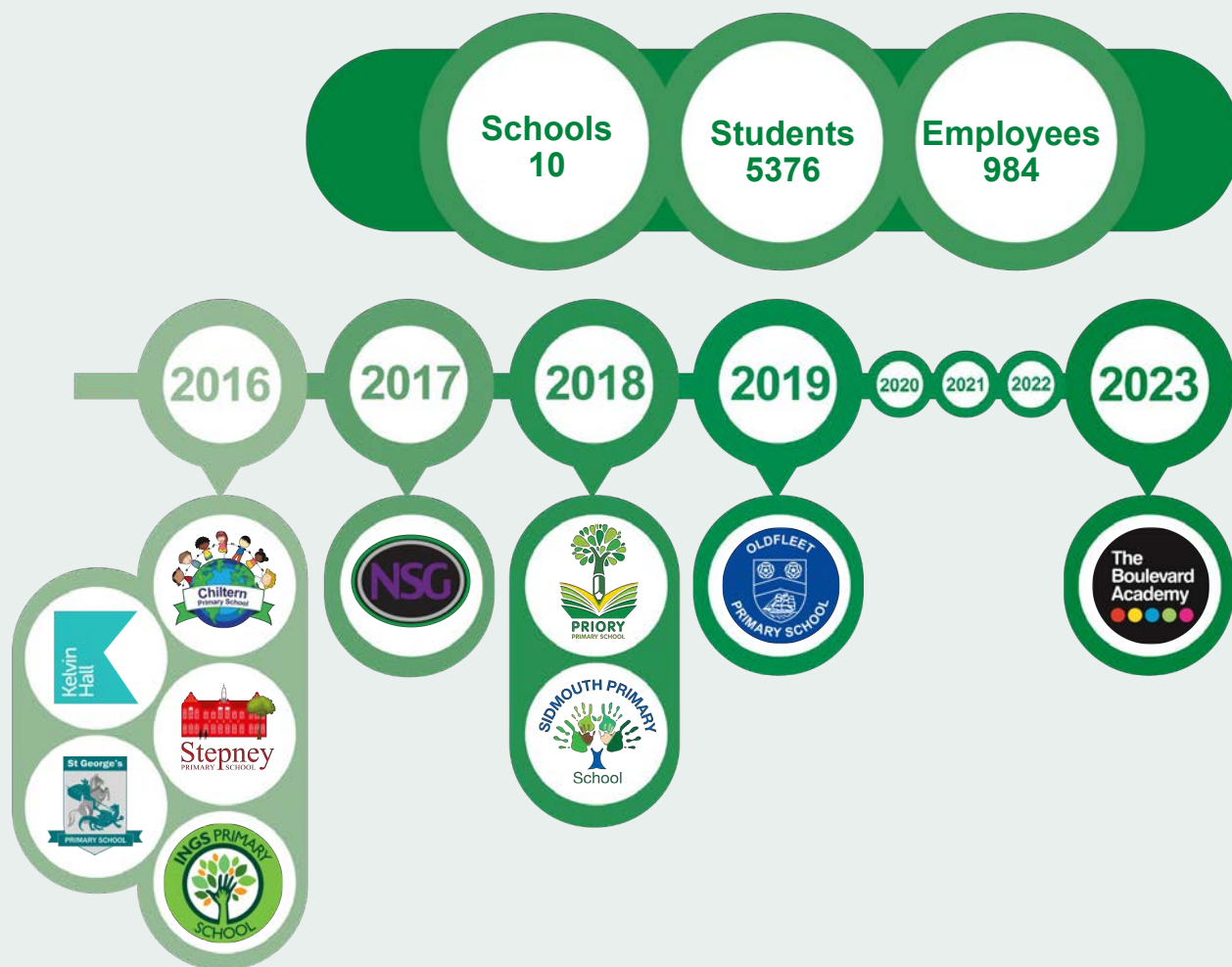
Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our **Thrive Charter** here...



Our Journey so far...

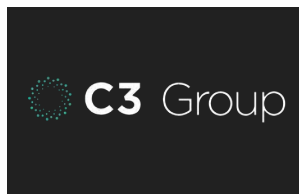


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools

Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Finance Administrator
Salary: Grade 4, Scale point 5 to 7, £11,511 to £11,880 (actual salary per annum)
20 hours per week, Term Time Only plus 5 days to be worked over the Summer holidays as directed by the
School Business Manager
10am to 2pm, Monday to Friday (negotiable)
Permanent to start as soon as possible

The Thrive Co-operative Learning Trust is responsible for ten schools across Hull; three secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

An exciting opportunity has arisen for a self-motivated and organised Finance Administrator to join our school team. The successful candidate will work closely with the School Business Manager to ensure the smooth running of the school's day to day finances. You will also support a busy Student Services Department, including uniform sales and liaising with parents/carers on a daily basis.

The successful candidate will have excellent numeracy and IT skills, and be able to work on their own initiative whilst demonstrating high levels of accuracy and attention to detail. They will have strong written and communication skills and an ability to deal promptly and efficiently with queries.

You should have a level 4 qualification in English and Maths or equivalent. A Level 2 Finance qualification is desirable but not essential.

Closing date: Wednesday 6th November 2024, 12 noon

Interviews: Thursday 14th November 2024

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



Job Description

Post Title	Finance Administrator
Grade	4
Location	Newland School for Girls
Reporting to	School Business Manager / Trust Finance Manager

Key Responsibilities

Policy and Leadership

1. To promote and safeguard the welfare of children and young people.
2. To have a good working knowledge and understanding of all policies.
3. To work within the framework of statutory and the Trust's accounting procedures. To always apply the highest standards of accountability, ethics and confidentiality to all work practices.
4. Engage with the schools Performance Management programme ensuring continued professional development.
5. To attend and contribute to staff meetings as required by the Trust.
6. Share duties within the Development team to ensure the smooth running of the function as a whole over the various peaks of activity in the school year.

Finance Tasks

7. Process all invoices, banking transactions, bank reconciliation, BACS and cheque receipts and payments.
8. Routine data input and journal entries.
9. Carry out routine admin tasks i.e. production of spreadsheets, reports and forms and undertake project/research work as required.
10. Maintain all manual files in accordance with finance policy.
11. Assist the school's auditors as necessary.
12. Support the School Business Manager to manage the sale of school uniform to parents/carers.
13. Support the School Business Manager to ensure the school's online payment system operates in a safe and secure manner.
14. Ensure the petty cash float is used appropriately and Trust Financial Procedures are adhered to at all times.
15. Maintaining an accurate database of music tuition fees, trips, buses and any other monies collected.
16. Support the School Business Manager with ensuring all school buses arrive on time in a morning and all students are safely on the buses in an afternoon.
17. Any other duties of a similar nature as directed by the School Business Manager or Trust Finance Manager.

Goods and Services

18. Obtain quotes and oversee the ordering of goods and services across all departments to ensure best value.
19. Process purchase orders and match PODs to invoices received to ensure correct payment for all goods and services.
20. Ensure stock control processes are in place, including secure storage.

Joint Administration and Resources

1. To assist the external auditors and inspectors when asked.
2. To keep records and carry out procedures to satisfy school policies.
3. Ensure the school's financial data is held confidentially, securely and is backed up as required.
4. Carry out the archiving of financial records in line with data retention policy and legislative requirements.
5. Ensure old archives are disposed of securely in line with data retention policy.
6. Undertake other tasks that reasonably correspond to the grade and the general character of the post. To carry out other reasonable requests made by the SLT.

Evaluation and Quality

1. Input suggestions to make the work as efficient as possible, suggest developments and enhancements to the systems to improve them when possible.
2. To provide reliable consistent support delivered on time.
3. At all times maintain confidentiality and comply with the data protection policy and procedures.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None

		E	D	How Identified
Qualifications	Finance qualification at Level 2 or above/ or qualified by experience		✓	AF, C
	GCSE English and Maths at C or above (level 4)	✓		
	Evidence of continuing professional development.	✓		AF, I
Relevant Experience & Knowledge	Excellent knowledge of Microsoft office	✓		AF, I, R
	Experience of finance	✓		
	Evidence of commitment to Equality.	✓		



		E	D	How Identified
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		
	Ability to think and work strategically and develop effective strategic and practical plans	✓		
	Ability to 'think on your feet' under pressure	✓		
	High level communication skills and an effective listener	✓		
	Excellent negotiating and presentation skills		✓	
	Resilient, adaptable and able to manage challenges and opportunities.	✓		
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS (after short listing)
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		



How to apply



Application forms can be downloaded from our website and should be returned to people@thrivetrust.uk by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact Helen Edwards if you would like to arrange a visit to the school, please contact via email (edwardsh@thrivetrust.uk) or telephone Newland School for Girls 01482 343098.

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