

# Recruitment Pack



**LANCASTER UNIVERSITY  
SCHOOL OF MATHEMATICS**





## Finance and Administration Officer

We are extremely pleased that you are considering applying for the post of Finance and Administration Officer to take up the post as soon as possible.

Lancaster University School of Mathematics (LUSoM) is one of eight Maths Schools in England and part of u-Maths the network linking us all. We are a specialist sixth form college bringing together talented mathematicians and creating a vibrant community where they are actively encouraged to explore the subjects they love.

We recruit the brightest and most talented maths pupils from across Lancashire, whatever their background, and bring them into an inclusive community of other exceptional students. LUSoM has a particular mission to reach out to under-represented communities and promote the study of maths, not least to girls.

Although LUSoM is a distinct institution as part of the Rigby Education Trust, set up and supported by Lancaster University and Cardinal Newman College, students at LUSoM receive exceptional teaching, experience first-class facilities, and follow a high-quality enrichment programme that encourages the practical application of maths and brings industry experts into the classroom. The curriculum is extended beyond maths and further maths A Level to provide a stretching and inspiring education.

We are committed to equality and diversity welcoming colleagues from all backgrounds into our community irrespective of their religion or belief, ethnicity, gender, gender identity, disability, sexual orientation, marital or pregnancy status.

Included in this job pack is information about LUSoM and the role. If you meet the criteria of this post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

Application forms can be completed electronically via the on-line career page. The closing date for applications is 11.59pm on 13th January 2025. Please contact the HR team if you require assistance or adjustments when completing the on-line application form. We do ask that you accept, in the interests of economy, that if you have not heard from us by the end of January you have not been selected for interview on this occasion. We will confirm receipt of all applications by email. Please call the HR team if you have not received a confirmation email by the closing date.

Yours faithfully,



Nick Burnham  
Executive Principal



# About Lancaster University School of Mathematics

## **ABOUT LUSoM**

Lancaster University School of Mathematics (LUSoM), as part of the Rigby Education Trust, with Lancaster University and Cardinal Newman College, opened in September 2022 in Preston.

In 2024 LUSoM achieved its first set of A-level results, with 30% of all grades being A, 65% being A\*/A and 85% being graded A\*-B. These results put the school as one of the top few state sixth form providers in the whole of the north of England. Individual successes also saw students go on to Oxford and Cambridge university; highly sought after degree apprenticeships with companies such as Dyson and BAE; and one student win a prize for being one of the highest marks in computer science in the whole country.

Specialist maths schools are supported by the Department for Education (DfE) and have an extensive outreach programme to support maths education in surrounding schools and to widen participation for mathematically able students from disadvantaged backgrounds to fulfil their potential.

For some school pupils, being naturally gifted in maths and science subjects can set them apart for the wrong reasons. A specialist maths school brings together these talented individuals and creates a vibrant community where they are actively encouraged to explore the subjects they love. The curriculum is extended beyond the standard maths A-level to provide a stretching and inspiring education delivered by LUSoM staff, members of Lancaster University and Cardinal Newman College.

## **LUSoM MISSION STATEMENT**

Our mission is to enable the most able mathematicians from all backgrounds to realise their potential within an inspiring, inclusive and supportive learning community. Lancaster University School of Mathematics offers able young people within the surrounding areas access to world-class preparation for entry into mathematics-based university education at a standard which is unavailable within the mainstream state school system. We are a centre of excellence, which aims to share best practice throughout the region, raising achievement and aspirations for all. A substantial outreach programme is offered to feeder schools, with activities ranging from master classes and teacher INSET to mentoring individuals and sharing online resources. Additionally there is close collaboration with the Abacus North West Maths Hub.

# Main Terms and Conditions Summary

<b>Salary</b>	The post will be paid on the Sixth Form Colleges' Support Staff Pay Spine at points 13 to 16 pro rata to £27,747 to £30,288 per annum (actual salary £16,648.20 to £18,172.80 per annum).
<b>Payment of Salary</b>	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month
<b>Working hours</b>	22.2 hours per week, full year. The start and finish times, and number of days worked per week, are flexible and can be discussed further at interview. In addition, there is flexibility if a candidate would prefer to work term time plus additional weeks.
<b>Holidays</b>	Holiday entitlement is pro rata to 22 days annual leave plus 8 statutory and 4 concessionary days. After 5 years' continuous services the annual leave entitlement increases to pro rata to 25 days annual leave.
<b>Pension Scheme</b>	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out). Further details are available at <a href="https://www.lppapensions.co.uk/members/">https://www.lppapensions.co.uk/members/</a>
<b>DBS Clearance</b>	This post requires Disclosure and Barring Service clearance as well as a range of other safer recruitment checks.

## Department Information

We are seeking an enthusiastic and highly organised individual, with a keen eye for accuracy, and a proactive approach to their work. You will enjoy taking initiative, seeking out opportunities to improve processes, and supporting the team achieve its goals.

LUSoM is a specialist sixth form college delivering STEM related A-Levels to high performing school leavers across Lancashire. The school currently employs eight teaching staff, a science technician, a business administrator and an Estates and Operations manager. There are service level agreements in place with their sister college Cardinal Newman to cover additional services such as networks and HR.

The Finance department produce timely, useful and accurate financial reports and robust financial plans. You will play a key role in the production of these reports and be responsible for ensuring the financial records and controls are accurate and robust. We are keen that you build on the strengths of an effective team and seeking an opportunity to add value.

Additionally, you will be working closely with the administration team in supporting the everyday functions of school operations. This includes scheduling facilities maintenance, coordinating with contractors and keeping accurate maintenance compliance records.



# Job Description

**Job Title:** Finance and Administration Officer

**Responsible to:** CFO & Operations and Estates Manager

**Main Duties and Responsibilities:**

- Control the Accounts Payable ledger including scheduling supplier payments.
  - Manage Online Payments.
  - Manage supplier data and oversee the Purchase Order process.
  - Ensure compliance with Financial Regulations.
  - Oversee funding reconciliation process.
  - Perform bank reconciliations.
  - Reconcile monthly Credit Card statements.
  - Perform monthly finance ledger reconciliations.
  - Monthly trial balance.
  - Support the CFO to meet the annual audit information requirements.
  - Populate template reporting pack.
  - Work with the CFO to produce monthly reports and the trusts budget and financial forecasts.
  - To support the continuous improvement in finance processes.
  - Fulfill front-of-house responsibilities, providing a professional and welcoming presence, managing contractor sign-ins, access cards and responding to ad-hoc requests from staff and students.
  - Communicate with contractors and suppliers to coordinate maintenance schedules, ensure documentation compliance, and manage invoices and job sheets.
  - Maintain and update the Facilities Management system and contractor schedules, ensuring accurate and up-to-date records.
  - Assist in planning and implementing annual maintenance schedules and arranging reactive repairs.
  - Support procurement processes, including raising purchase orders, assisting with contract reviews, and managing the approved contractor database in line with safeguarding policies.
  - Work collaboratively with the wider administration team, including supporting outreach activity rotas outside of college hours.
  - Undertake such duties that maybe assigned commensurate with the grade and overall responsibility level of the post.
  - Provide general administration support to the Maths school.
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# Person Specification

<b>Qualifications / Education and Training</b>	<b>Essential</b>	<b>Desirable</b>
GCSE Grade A*-C, or equivalent, in Mathematics & English Language	✓	
Educated to Level 3	✓	
An accounting qualification (e.g. AAT) or a degree		✓
<b>Experience, Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Experience of using Finance Systems	✓	
Experience of financial administration	✓	
Experience of working autonomously and part of a team, managing own workloads and achieving deadlines	✓	
Good working knowledge of IT packages including Microsoft Office; Word, Excel, Outlook etc	✓	
Excellent customer skills with people at all levels	✓	
Experience of working within the education environment		✓
Have an understanding of students' needs		✓
Experience of a busy office environment		✓
<b>Personal Qualities</b>		
Good record of attendance and punctuality (subject to the provisions of the Equality Act 2010)	✓	
A 'can do' attitude	✓	
A willingness to be flexible and occasionally work outside of normal hours	✓	
Energy, enthusiasm and commitment	✓	
The ability to work as part of a team	✓	
The ability to work without supervision and at times with competing demands	✓	
The ability to work in a methodical manner, comfortable in prioritising workload and meeting deadlines	✓	
Enhanced Disclosure clearance (including barred list check) *	✓	
Medical clearance*	✓	
Suitability to work with children	✓	
Provision of two references which are deemed as satisfactory to the Principal*	✓	
Committed to the safeguarding of young people and equality and diversity	✓	
The ability to meet the requirements of the Asylum and Immigration Act (to be eligible to work in the UK)	✓	

The Lancaster University School of Mathematics has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidates' suitability to work with children will be explored at interview and confirmed through references for the appointee





## **LUSoM PRINCIPLES**

### **A WORLD CLASS TEACHING AND LEARNING ENVIRONMENT PROVIDING AN INSPIRING CULTURE OF ENQUIRY FOR STUDENTS AND TEACHERS**

A central objective of the LUSoM is to promote a culture of outstanding teaching and learning in mathematics. It provides a culture and conditions where students have the support to flourish and where staff have the time to work with students individually and to reflect together on how continuously to improve teaching and learning in mathematics.

LUSoM provides students with an environment in which mathematical and scientific ideas are part of everyday conversation – extending well beyond the examination syllabus.

### **THE STUDENT AT THE HEART OF EVERYTHING**

The learners' needs are at the heart of all the LUSoM does. Our focus, first and foremost, is to provide an education that enables gifted young mathematicians and scientists to flourish and succeed.

We welcome and encourage applications from talented mathematicians, regardless of their background. Our approach to recruitment and marketing, and the ethos of our school, ensures that all parts of our community feel that they are welcome and would flourish in the inclusive and supportive community.

Student voice is important in informing the learning environment. LUSoM recognises that learners are individuals, each with their own specific needs. We provide a safe, caring and supportive structure in which they can work. A holistic package of care is in place, reflecting the needs of the individual. We seek to develop the whole person in order that the mathematician can flourish.

### **INSPIRING THE NEXT GENERATION**

Those who have studied at LUSoM will not only be highly qualified students but will have the necessary skills to excel to be ready to excel on mathematics-related degrees at the very best universities. The enriched curriculum and links to Lancaster University and employers equips students with the necessary skills and experience to succeed at degree level and beyond, providing the UK with high performing mathematicians ready to work in business and industry.



## **CREATING A COLLABORATIVE LEARNING COMMUNITY**

LUSoM is committed to extensive and ongoing outreach work. This work is central to identifying the most able mathematicians and to breaking down the barriers preventing some of the talented from continuing studying mathematics beyond GCSE level.

A significant opportunity is provided by the Abacus North West Maths Hub located at the Maths School's sponsor institution, Cardinal Newman College. LUSoM works with the Maths Hub to promote the study of mathematics, to encourage the best mathematicians to progress to the school, to identify the talented and to promote a collaborative community sharing best practice in mathematics teaching and learning.

## **WORKING WITH OTHER MATHS SCHOOLS TO DRIVE LASTING CHANGE**

Lancaster University School of Mathematics is part of a developing national network of Maths Schools. In 2023, LUSoM hosted a conference for teachers and staff members from all the maths schools under the banner of the "U-Maths Network"; leading on from the success of this initial conference, a new organisation is being set up to facilitate collaboration and sharing of best practice among the schools. With opening of several new maths schools in the coming year, there is vast potential for what this unique network might contribute to the future of mathematics and science in across the UK.

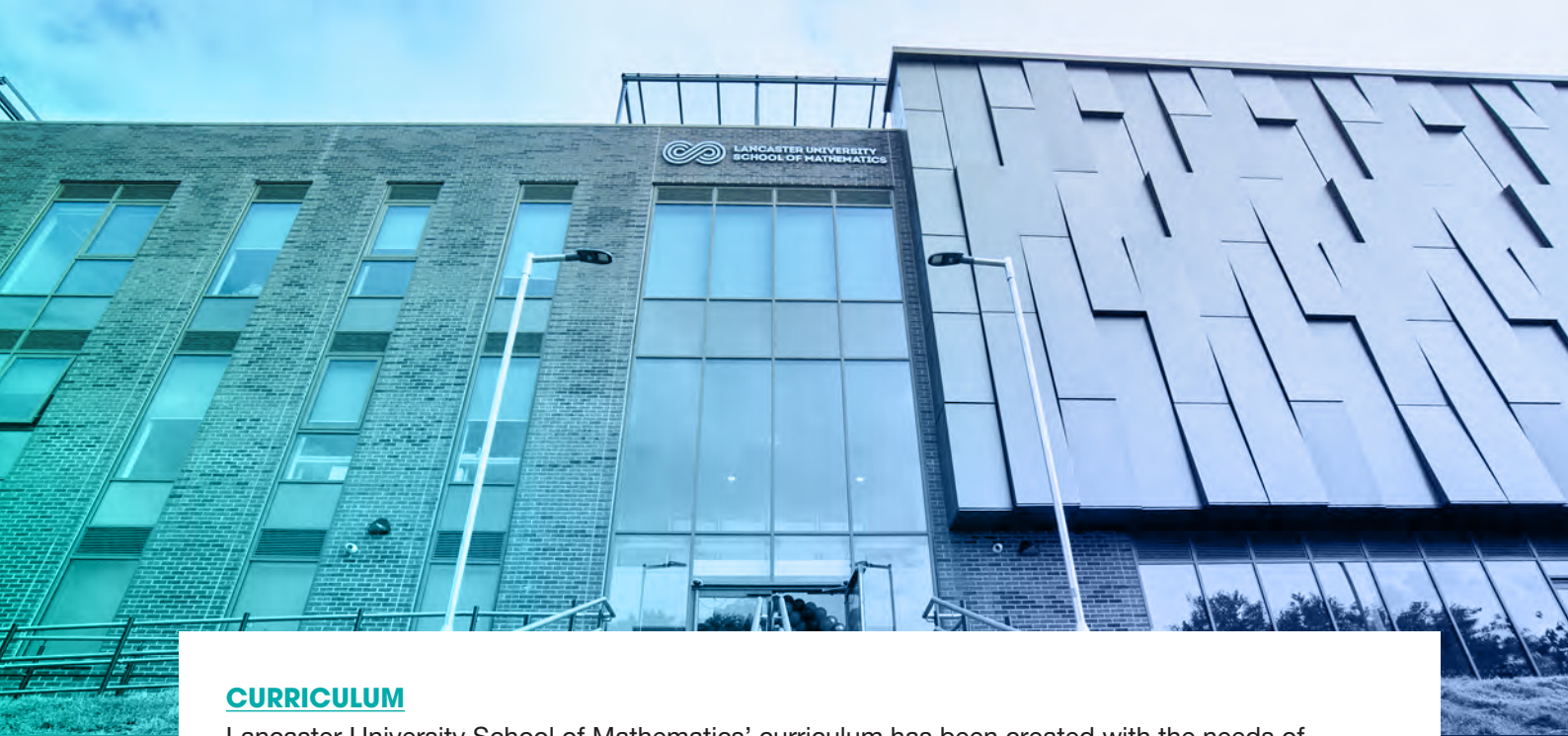
## **ADMISSIONS**

LUSoM and its partners focuses some of its outreach work on identifying young people at key stage 3 who have a particular aptitude for mathematical study and may need extra support and guidance to succeed at key stage 4.

The admissions process is clear, fair, transparent and challenging to ensure that students are recruited appropriately and will benefit from and succeed within a maths school environment. Students are required to complete and submit an application form, sit an aptitude test and have an interview. They must also achieve a minimum of grade 8 in GCSE mathematics in order to attend the school.

All prospective students with specific educational needs or disabilities are supported by specialist staff through the application process to ensure all reasonable adjustments are made.





## **CURRICULUM**

Lancaster University School of Mathematics' curriculum has been created with the needs of the most academically able mathematics students at its heart.

The curriculum consists of A Level Mathematics and Further Mathematics, a choice from Physics, Chemistry and Computer Science, and then a possible fourth A Level from these subjects or other A Level subjects offered at Cardinal Newman College. Students also undertake group projects as part of the LUSoM Award and have the option of undertaking the Extended Project Qualification.

Students also have the opportunity to engage with extra-curricula and enrichment activities throughout the week. In addition, LUSoM is well equipped to support students with additional learning needs, to provide outstanding pastoral support and provide support to students with English as an additional language.

For further information about the LUSoM curriculum, please refer to our prospectus which is available to download on the website.

## **GOVERNANCE**

Rigby Education Trust is a single academy trust operating the Lancaster University School of Mathematics. Its trustees are responsible for the governance of the maths school and committed to its mission of enabling the most able mathematicians from all backgrounds to realise their potential.

The Trustees come from a range of backgrounds: the majority have extensive experience in education. The Board includes the Executive Principal who is also the principal of Cardinal Newman College.

The Trust is independent from both Lancaster University and Cardinal Newman College. However, the University and College are vital partners and stakeholders.

# Privacy Notice

# Job Applications



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**The Rigby Education Trust was set-up to operate and oversee the Lancaster University School of Mathematics.**

**The Rigby Education Trust is an academy trust and a charity. The Lancaster University School of Mathematics is the charitable activity of the academy trust. Therefore, in this document references to the Maths School apply to the Rigby Education Trust.**

As part of any recruitment process, Lancaster University School of Mathematics collects and processes personal data relating to job applicants. The Maths School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information do we collect?

The Maths School collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Maths School needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Maths School may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as personal and employment references. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application file and on other IT systems including email.

## Why does the Maths School process personal data?

We need to process data in order to consider your application and, if appropriate, your appointment. In some cases, we need to process data to ensure that we are complying with the Maths School's legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Maths School may process special categories of data when it performs an appropriate and proportionate online search on the name(s) of appointed candidates as part of its due diligence process. The purpose of the online search forms part of the college's process in establishing the candidate's suitability to work with children and young people.

The Maths School may process special categories of data, such as information about ethnic origin, or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is within context of the Maths School's commitment to equality and diversity as well as its public duty under the Equality Act.

## Who has access to data?

Your information will be shared for the purposes of the recruitment exercise. This includes the HR team and interviewers involved in the recruitment process.

The Maths School is being supported by Cardinal Newman College which will be handling and holding data relating to job applications and Human Resources functions more generally.

We will not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

## How does the Maths School protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## For how long does the Maths School keep data?

If your application for employment is unsuccessful, the Maths School will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be retained during your employment and for a period after the end of that employment, in accordance with our retention policy. Data processed as part of the online search on successful applicants would be deleted on appointment.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Maths School to change incorrect or incomplete data;
- require the Maths School to delete or stop
- processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Maths School is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [bdeed@lusom.ac.uk](mailto:bdeed@lusom.ac.uk)

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Maths School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.