

# Candidate Application Pack



Finance and Business Officer

Keys Meadow Primary School



[www.attigoacademytrust.co.uk](http://www.attigoacademytrust.co.uk)  
[www.keysmeadowprimary.co.uk](http://www.keysmeadowprimary.co.uk)



Attigo Academy Trust  
c/o Worcesters Primary School  
Goat Lane, Enfield, EN1 4UF  
Tel: 020 8363 7860  
[www.attigoacademytrust.co.uk](http://www.attigoacademytrust.co.uk)

Dear Candidate,

Thank you for your interest in the position of Finance and Business Officer at Keys Meadow Primary School.

Please read through the Job Description and Person Specification for the role and complete the application form .

Application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date.

**Closing date:** Tuesday 17th May 2022 at 9:00am *(any applications received after this time will not be accepted)*

**Interviews will take place on Wednesday 25th May 2022**

We look forward to hearing from you.

Mandy Lawrence  
Headteacher  
Keys Meadow Primary School

***PLEASE NOTE WE DO NOT ACCEPT CVS***



## Attigo Academy Trust

### Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

# What we can offer staff joining our Trust

## Founding Principles

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community. Below are some of the benefits of working for one of the schools in our Trust.

- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We provide opportunities to visit our partner school in Madrid where you can experience the Spanish culture and attend sessions to learn the language
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities
- Access to the Local Authority ECTs training programme (worth £4,000 per ECT)

**Job Description**  
**Finance and Business Officer**  
**Scale 4**



**Responsible to:** Headship Team

**Purpose of post**

- To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive at the school.
- To contribute to the overall aims of the school and meet the needs of the children, families and other professionals.
- To be responsible for liaising with the trust central team with regards to finance.
- To liaise with the Facilities manager and Headteacher with regard to capital works and all Health and Safety requirements in the school.
- To regularly monitor budgets notifying the headship team/budget holders of any discrepancies as necessary.
- To co-ordinate work with partners and external companies.

**KEY RESPONSIBILITIES**

**Finance and Administration:**

- To be aware of and adhere to all relevant financial policies within the trust at all times.
- To oversee the ordering process within the school.
- To oversee the financial aspects of the government schemes for early years provision (30 hours, two year olds and rising threes) ensuring that the school receives the correct funding and parents are invoiced and charged as appropriate.
- To raise invoices for the school when necessary and ensure income is received.
- To manage, monitor and maintain Free School Meals and Pupil Premium as necessary.
- To regularly monitor individual budgets notifying the headship team of any discrepancies when necessary.
- Liaise with budget holders regularly to ensure they have up to date information about their balances.
- To pay invoices using the schools financial management system and arrange payments in line with school procedures (including School Business Card, BACS and Direct Debits).
- To liaise with the Trust Central Team and CFO as necessary and assist with the provision of information needed for financial returns and monitoring.
- To work with the central team to implement the financial decisions of the Headteacher and Trustees.
- To work with the Headteacher and Trust Central Team on capital projects.
- To be the point of contact for consultants appointed by the Trust such as lettings, careering and cleaning.
- To monitor income and expenditure in relation to the school's budget.
- To manage cash collections as appropriate.
- To have a good knowledge of the School MIS System.
- To manage the administrative functions including the administrative ICT facilities.
- To manage the school diary and liaise with SLT members to plan school events.
- To ensure the office is GDPR compliant.

**Reception Duties:**

- To ensure that all visitors are welcomed to the school in a professional way and that the school's security procedures are adhered to at all times.
- To be a shared point of contact for the school via the Office window, telephone or any other method of communication and perform reception duties in a professional, friendly and efficient way.

Job Description  
Finance and Business Officer  
Scale 4



- To offer friendly, helpful, approachable and courteous service at all times and take appropriate action on own initiative, resolving minor matters and referring more serious matters on to the appropriate members of staff.
- To ensure that visitors are suitably looked after during their visit to school, including arranging refreshments when necessary.
- To maintain the visitors InVentry and ensure that all visitors and contractors can be identified appropriately.
- To ensure that all messages are accurately recorded and communicated using the school procedures.
- To ensure that all information is treated confidentially and to maintain absolute discretion at all times.

Other Responsibilities:

- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- To be aware of and comply with all Safeguarding policies and procedures.
- Be committed to the school aims and values and contribute to the wider life of the school.
- Be willing to undertake first aid training and provide first aid to staff and pupils as required.
- Ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

An enhanced DBS clearance will be required for this post.

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people.  
Therefore, all workers and employees within Enfield are expected to share this commitment.*

Person Specification / Selection Criteria  
Finance and Business Officer  
Scale 4



We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Criteria	Essential	Desirable
<b>Qualifications</b>		
GCSE or equivalent in English and mathematics	✓	
Qualification that is relevant to the role	✓	
Demonstration of an ongoing commitment to your own professional development	✓	
<b>Experience</b>		
Experience of working within an office environment	✓	
Experience of customer service	✓	
Experience of using a school financial management system with a good working knowledge of the accounting process		✓
Experience of working within a school setting		✓
<b>Professional Knowledge and Understanding</b>		
Ability to maintain management information systems	✓	
Experience of collecting and reconciling monies collected		✓
Experience of using desk top publishing, databases, spreadsheets and general word processing programmes	✓	
Experience of using IT to produce a range of documentation	✓	
<b>Professional Skills and Abilities</b>		
Ability to communicate effectively and sensitively with colleagues, pupils, parents and governors.	✓	
Ability to work as part of a team and independently	✓	
Good numeracy skills and a methodical approach to tasks.	✓	
Ability to prioritise workload and work to deadlines.	✓	
Excellent organisational and time management skills.	✓	
An understanding of the importance of confidentiality	✓	
<b>Personal Qualities</b>		
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
To practise equal opportunities in all aspects of the role and around the work place in line with policy	✓	
A personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	

#### SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.