



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER





Dear Applicant

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 4 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint a **Finance Assistant** at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from teachers at any stage of their career. You will join a team who are absolutely focused on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews
Headteacher

The Opportunity



COURT FIELDS SCHOOL

Mantle Street, Wellington, TA21 8SW

FINANCE ASSISTANT

15 hours per week (days/hours to be discussed at interview)

Term time plus

Grade 14 (£23,114 to £23,893 FTE)

Actual salary £8,346

We are looking to recruit a part time member of staff as part of an existing job share, to join our busy finance team. You will need to work well within a team and have excellent numerical and communication skills. Previous experience of working in a school and using accounting systems will be a significant advantage.

You will be joining an ambitious, committed and hardworking team of staff who offer amazing support, both in an academic and pastoral sense and are relentless in their drive to make a genuine difference to and lasting impact on our young people, families and the wider community. Court Fields has been rated as a 'Good' school at a recent Ofsted inspection where 'staff morale is high' and 'pupils enjoy good relationships with staff'.

CV's are not accepted, all applications should be made by completing the online application form via Eteach available at www.bep.ac/vacancies and include evidence of how you meet the specification for the role.

Closing date: 9am Wednesday 15th August 2024

Provisional Interview Date: Thursday 21st August 2024

INTERVIEWS MAY BE CARRIED OUT BEFORE THE CLOSING DATE FOR THE RIGHT CANDIDATE SO EARLY APPLICATION IS ADVISED.

Job Description



Job Title:	Finance Assistant
Location:	Court Fields School
Responsible to:	School Business Manager
Salary Grade:	Grade 14 (£23,114 to £23,893 FTE)
Hours:	15 hours per week

The main purpose of this role is to support the School Business Manager to ensure the effective and efficient management of the processes within the school finance department.

Roles and Responsibilities

To work with the School Business Manager to ensure that the Finance Policy for the Trust is adhered to. Work with the following finance systems:

- HOGE
- Bromcom
- Scopay

Purchasing

- Process orders ensuring correct authorization and value for money.
- Chase overdue deliveries and process returns, ensuring any refunds are received and applied.
- Check delivery notes against orders and ensure these agree with invoices received from the supplier.
- Process all invoices to the terms agreed with the supplier.
- Check statements from the suppliers against invoices received, to identify and resolve discrepancies.
- Enter invoices into the finance system.
- Process payments to suppliers using cheque or BACS.
- Filing, marking and storing of invoices.
- Process charge card orders according to the Finance Policy.
- Reconcile charge card statements monthly. Refer any queries to the School Business Manager.

Income

- Issue receipts for monies received.
- Recording trip/sales income on Tucasi.
- Count monies raised by school for different initiatives and prepare for banking.
- Process refunds in Tucasi.

Petty Cash

- Administer petty cash reimbursements ensuring correct authorisation obtained.
- Complete monthly reconciliation of petty cash; refer queries to the School Business Manager.

Payroll

- Apply codes and prepare claim forms, according to deadlines set by the payroll provider.
- Upload documents to payroll provider.

Additional Duties

- This role is part of a job share, so responsibilities and tasks will be shared.
- As the school is part of the Blackdown Education Partnership Trust, you may be required to complete work for other schools within the Trust, which could be at an alternative location.
- To complete any other tasks as directed by the School Business Manager or Headteacher.

This job description is current at the date shown, but in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.



We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools





LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



