



Crispin School

Aspiration - Compassion - Excellence

FINANCE ASSISTANT INFORMATION FOR CANDIDATES



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LETTER FROM THE HEADTEACHER

Thank you for your interest in joining us at Crispin. We believe that Crispin is a great school to be a part of whether as a student or colleague. We are a friendly, inclusive, highly successful school of 1030 students who make strong progress academically, but who also receive a great many wider opportunities to learn in the fullest sense of the word.

Crispin is a popular school with a strong reputation. We unashamedly have high expectations of all members of our community and we believe in challenging and supporting students to achieve their very best. Visitors regularly refer to our students and colleagues very positively. Relationships between staff and students are a strength of the school and colleagues are committed to providing every opportunity for students to have a broad experience and to be successful. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. There is a sharp focus on learning and students receive excellent support. At all times we seek to be a compassionate institution.

It is important to state that Crispin has a very strong safeguarding culture which we would expect potential colleagues to wholeheartedly support.

This post is a really exciting one and would be a great opportunity for the right candidate. Other than the basic details in the person specification, we do not have a pre-existing idea of what the successful candidate's career to date will have been. We realise that prospective colleagues will have a range of skills and experience and we would fully support the successful candidate to develop professionally.

Crispin joined the Wessex Learning Trust on 1 March 2023. We have been working closely with the Trust since 2022 and our membership offers a range of opportunities for the successful candidate.

The most important thing is that you are passionate about the welfare of children. Above all else you should be:

- An excellent, reflective and caring colleague.
- Always seeking to maximise the success and happiness of students.
- A colleague with the highest expectations of what all members of the school community are capable of.

Should you require any further information, would like to discuss the post with me or would like to visit Crispin before an application, do not hesitate to contact us by email:

HeadsPA@crispinschool.co.uk

To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Alternatively, please complete the Support Staff application form on our website: <https://www.crispinschool.co.uk/About-Us/Vacancies/>. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

After reading through the application information pack I hope you decide to apply for the post and I look forward to reading your application.



Paul Reddick
Headteacher

ADVERT

Finance Assistant

To start as soon as possible, permanent contract

20 - 25 hours per week. 40.2 working weeks to include September safeguarding inset training day and two weeks in the summer holidays. We can offer flexibility around working days and hours between 20 and 25 hours per week to suit the school and the successful candidate. This can be discussed at interview.

The post is Grade 14, points 4- 6, £24,404 - £25,183 per year, full time equivalent, (£12.65 - £13.05 per hour). Actual starting salary e.g. at 20 hours per week is £11,643 per year and starting salary at 25 hours per week is £14,554 per year.

We require, as soon as possible, an effective and efficient Finance Assistant to join our small, friendly, supportive and committed team.

We are looking for someone who has finance and administrative experience, a strong work ethic and is willing to embrace the challenges that working in a busy office can bring.

Working under the direction of the Finance and Payroll Manager and based in the Finance and HR Office, we would like you to:

- Have excellent interpersonal skills with ability to engage positively and effectively with suppliers, school staff, parents and carers and students either face to face, by telephone or by email.
- Be highly organised with an ability to proactively manage workload, competing priorities and meeting deadlines.
- Have excellent administration and ICT Skills including the use of the Microsoft Office suite of programmes.

As a member of support staff at Crispin, employed by the Wessex Learning Trust, you will be enrolled in the Local Government Pension Scheme. In addition to your own contribution to the pension scheme we also currently contribute 24.4% of your gross pay into the scheme.

To apply for this role simply click on the quick apply button on TES.com and complete the online application form. Alternatively, please complete the Support Staff application form on our website:

<https://www.crispinschool.co.uk/About-Us/Vacancies/>. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

Closing date for this post: 10:00 Wednesday 12 February 2025.

Supported by the Partnership Board, our staff work hard to deliver a rich and challenging curriculum to prepare young people for the next stages of their education and careers.

It is an exciting time to join the Wessex family as we grow, we can offer:

- Professional induction, training and continued professional development opportunities.
- Extended Leadership and other opportunities to develop your career.
- Excellent collaboration across Trust Schools, extensive learning communities and specialist subject leads, to enhance the learning of our young people and enhance your development.
- Staff benefits including reduced leisure centre membership and cycle to work scheme.

- A staff assistance programme with a specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family.

The Wessex Learning Trust is committed to safeguarding young people and promoting the welfare of children, and all staff appointed will undergo online checks and be required to undertake an enhanced Disclosure and Barring Service Check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.

WESSEX LEARNING TRUST

At The Wessex Learning Trust, our family of academies here in the South-West of England strive to offer a world class, Twenty First Century education for all young people between the ages of 2 and 19, by providing outstanding learning opportunities and creating centres of educational excellence that meet the needs of all children.

We are passionate about providing the very best education for all the children in our Academies. Our ambition is that every student is helped to achieve their full potential so that they can make a positive contribution to our society and realise their lifetime ambitions.

Each individual Academy in the Wessex Learning Trust is encouraged to maintain its own distinctive ethos, be at the centre of their community and raise aspirations and achievement. This is achieved in two ways: firstly, through excellent teaching to inspire curiosity, unlock talents and realise potential; and secondly, by ensuring high quality care, guidance and support that ensures the personal development and welfare of each child.

By working together, we believe we can harness the talents of all our staff, share good practice between all our academies, and share resources that enable us to concentrate on delivering excellence in education.

Our staff are the best around, and give their all to promoting a fulfilling and engaging curriculum. Across the Trust everyone plays to their strengths, and is supported so as they work their best - and thus help our students work their best too.

Our Benefits:

- Professional induction, training and continued professional development opportunities
- Staff benefits including reduced leisure centre membership and cycle to work scheme
- A staff assistance programme with specialist provider, CareFirst who provide a 24/7 free phone helpline, or face-to-face counselling for every employee in the Wessex family
- Exciting opportunities as part of a growing multi-academy Trust
- Eligible for Local Government Pension Scheme
- Collaborative working across the Trust



WELCOME TO STREET

Crispin is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer and its headquarters is still in the village. Much of the Street site now houses the popular and thriving designer outlet shopping complex of 'Clarks Village'.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being close to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol, Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to Egypt. There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield, one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



JOB DESCRIPTION

Post Title:	Finance Assistant
Purpose:	To provide an efficient and effective financial support service to ensure compliance with the Wessex Learning Trust requirements in relation to finance, absence and other payroll functions
Reporting to:	Finance and Payroll Manager
Liaising with:	Other school staff and members of the Wessex Learning Trust Central Team
Working Time:	20-25 hours per week to be agreed, 40.2 working weeks per year to include two weeks in the summer holidays and the September safeguarding training day
Salary/Grade:	Grade 14
Disclosure level:	Enhanced
Main (Core) Duties:	

Core Responsibilities

Working under the direction of the Finance and Payroll Manager using a variety of ICT applications and manual systems, the post holder will be responsible for:

- Setting up of new suppliers, where required or changes and send details to the Trust.
- Processing orders from staff; adding details onto computer system and arranging for the dispatch of orders by a variety of means.
- Matching invoices and orders and delivery notes prior to authorisation.
- Recording invoice details on a computer system.
- Reimbursements to staff via BACS payments.
- Processing and recording payments made via the school credit card including authorisation.
- Issuing receipts and record keeping associated with activities.
- Preparing money for banking and recording of income received.
- Preparation of invoices to parents and outside organisations.
- Receiving money, via an online payment system, from parents / carers / students for school meals, trips, activities and fundraising activities organised by the school.
- Processing payroll forms for additional hours and travel expense forms.
- Setting up and managing spreadsheets for monitoring purposes and to record prepayments and accruals in relation to year end accounting work.
- Assisting in the preparation of monthly and termly management reports from the management information system to help provide information to budget holders and senior leaders.

Undertake a variety of other general administrative duties as required by line manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a

JOB DESCRIPTION (CONTINUED)

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a 6 month probationary period.



PERSON SPECIFICATION

Educational Achievements, Qualifications and Training

Essential

- Numeracy and literacy skills
- ICT Skills – Microsoft Office / Management Information Skills

Desirable

- Accountancy / book- keeping experience

Job related knowledge, aptitude and skills

Essential

- Experience in the use of ICT: Word, Excel and Email
- Ability to prioritise work and to manage time effectively
- Interpersonal, organisational and communication skills

Desirable

- Experience of working in a school environment with students aged between 11 and 16

Equal Opportunities

Essential

- An understanding of and commitment to equality of opportunity

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to inclusive education
- Understand responsibilities related to children's safety and welfare

Personal Qualities

Essential

- Initiative and the ability to work without supervision
- An awareness of the need for confidentiality at all times
- A positive attitude towards working with children
- Ability to work well in a team