

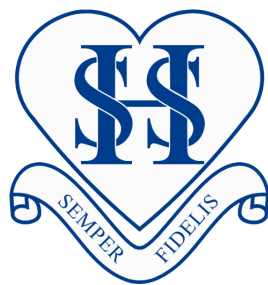


APPLICANT PACK

# Finance Assistant

*Sacred Heart Catholic Secondary School*

*Redcar*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Finance Assistant at Sacred Heart Catholic Secondary School. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

The Nicholas Postgate Catholic Academy Trust is a family of 38 schools and two Sixth Form Colleges. With more than 12,300 students and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.



Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- a) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to [hay.m@npcat.org.uk](mailto:hay.m@npcat.org.uk) by the **closing date, Monday 28th April 2025 by 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Merrol Hay, Trust Business Manager on 01642 487100.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC

# Job Advert

<b>Required:</b>	As soon as possible
<b>Salary:</b>	£24,404 - £24,790 pro rata (Actual Salary £21,085 - £21,419)
<b>Hours:</b>	37 per week, Term Time Only plus 1 Week
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Sacred Heart Catholic Secondary School, Mersey Road, Redcar, TS10 1PJ

The role will provide financial administrative and management support to the school under the direction and guidance of the Trust Business Manager. The successful candidates will be qualified to an NVQ Level 2 or equivalent or have relevant experience in this area of work and have excellent communication and organisation skills.

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Sacred Heart Catholic Secondary School is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With 12,300 pupils and 1,600 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

## **We can offer:**

- Enthusiastic children who are curious, independent learners
- Excellent personal and professional development opportunities
- An experienced and talented team of staff with a supportive Governing Body and wider School / Church community

**Closing date: Monday 28th April 2025, 9am**

**Interview date: To Be Confirmed**

**Please refer to the back cover of the applicant pack for details of how to apply.**

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Finance Assistant

**Grade:** C/D SCP 4-5

**Responsible to:** Trust Business Manager

## Job Purpose

To provide financial administrative and management support to the school under the direction and guidance of the Trust Business Manager.

## Main Responsibilities

### Finance, Procurement & Contract Management

- To ensure purchase order requisitioning and staff expenses claims forms are completed accurately, appropriately authorised and forwarded to the Trust's Exchequer Services team in line with the Trust's monthly financial management timetable.
- Ensuring goods received notes are checked and updated in the Trust's accounting system as soon as possible after receipt.
- Liaising with the Trust's Exchequer Services team in respect of any queries in relation to the payment for goods and services.
- Maintain stocks and supplies of curriculum/general office equipment as required by the school.
- Ensuring a school based inventory is maintained for all items of furniture and equipment for any items with an original cost of over £300.
- Completion of debtors request forms for any debt over £100 for forwarding to the Trust's Exchequer Services team to allow the recording and recovery of such debts.
- Provision of management information from the respective cashless system in operation at the school to the Trust to allow the accurate and timely posting of income from the Trust's bank account.
- The collation and provision of any information required to support school or Trust led financial management / procurement activity, including support to the

Trust Business Manager when meeting with their respective Trust Senior Finance Partner to agree monthly management accounts.

- To undertake financial administration and reconciliation of catering, educational visits, transport, lettings and any other income streams received into the school.
- To post income from the above into the Trust's financial accounting system in accordance with the Trust's monthly financial management timetable.
- To submit claims with supporting evidence for staff absence insurance reimbursements.
- To prepare monthly payroll reports in accordance with agreed timescales for review by the Trust Business Manager.
- To prepare and issue monthly capitation reports for school budget holders in support of the Trust Business Manager.
- To prepare for review and submission any financial returns to both the Trust and external agencies.

## Whole School & General Administration

- To raise school issues requiring support to the Trust's ICT helpdesk.
- To undertake routine clerical support relevant to the role e.g. photocopying, filing, faxing, completion of standard forms and responding to routine correspondence.
- Maintain on a timely basis manual and computerised records/management information systems.
- Undertake typing/word processing and other ICT based tasks.
- Operate relevant ICT packages in support of duties (PS Financials, Microsoft, Internet, MIS, Databases).

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HOF may determine.*

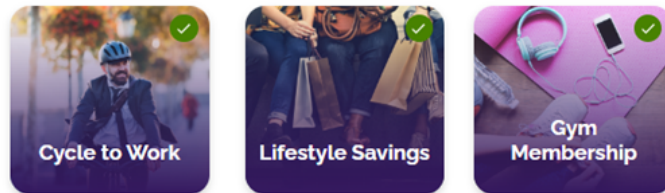
**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES.**

**THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE**

# Person Specification

Stage	Essential		Desirable	
<b>Qualifications &amp; Education</b>	E1	NVQ Level 2 or equivalent qualification / experience in a relevant discipline	D1	Association of Accounting Technician qualification
<b>Experience, Knowledge &amp; Skills</b>	E2	Strong numeracy and literacy skills	D2	Experience of working in the education sector
	E3	Effective use of accounting software, ICT packages and other resources		
	E4	Use of relevant office based systems and equipment		
	E5	An understanding of policies and procedures relevant to the role		
	E6	Experience of working in a busy office environment		
<b>Personal Attributes</b>	E7	Ability to relate well to both children, adults and other stakeholders	D3	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E8	Ability to work effectively and constructively as part of a team, understanding school roles and responsibilities and your own position within these		
<b>Special Requirements</b>	E9	An understanding of the Catholic ethos of NPCAT		
	E10	An understanding of safeguarding and child protection requirements		

# Employee Benefits and Wellbeing



**NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.**

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

## **We offer:**

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

## **Additional benefits include access to:**

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form and Recruitment Monitoring Form** to: [hay.m@npcat.org.uk](mailto:hay.m@npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Merrol Hay, Trust Business Manager on 01642 487100.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.*