



The
**Balcarras
Trust**

Gloucestershire Association of Secondary Headteachers Ltd

Applicant Pack



The Balcarras Trust came into existence on December 1st 2020. We are a Multi Academy Trust based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust.

The Mission Statement of The Balcarras Trust:

The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be “left behind.” There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust’s schools will be an excellent role model and will play their part in ensuring that each school in the Trust will have its own special ethos. Students will feel proud of their school.



Balcarras is a co-educational 11-18 comprehensive school situated in Charlton Kings on the Eastern side of Cheltenham. Consistently rated outstanding by Ofsted, it has also been recognised by The Sunday Times as the highest performing comprehensive school in the Southwest. Balcarras’s performance at A level and GCSE is amongst the highest for any school in the country.





Currently there are three schools in the Trust:

Balcarras: an 11-18 coeducational academy with 1402 pupils on roll. Consistently rated outstanding by Ofsted, the school secures superb outcomes at both GCSE and A-level. Recently the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher) who combines this role with CEO of the Trust. Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. Balcarras is located in Charlton Kings and is currently where the Trust's registered office is located.

The High School Leckhampton: a brand new 11-16 coeducational comprehensive academy with an eventual capacity of 900. The school opened in September 2021 initially on the Balcarras site. It transferred to its own purpose built accommodation in September 2022. It now occupies a beautiful campus at Farm Lane in Leckhampton. This facility cost £35 million and is state of the art. The school is led by Helen Wood and has for the first two years of its existence been oversubscribed.

Winchcombe School: a high-performing school with High Expectations for their students balanced against a supportive environment to help every individual towards success. This has been highlighted with their recent successes in examination results in 2023. As a smaller than average school, led by Jonathan Templeton - of only 500 pupils, they are well placed to unlock their passions and interests. Set in an idyllic location with excellent facilities they offer an environment for learning that is both unique and stimulating. A recent multi-million pound investment has added new and refurbished facilities in Sport, Science, Technology and Drama.

In addition the Trust has a wider role as a system leader:

Outreach work: The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust has the contract to run the Teaching School Hub for Cheltenham, Stroud and The Cotswolds.

The Trust works alongside the Gloucestershire Initial Teacher Education Partnership (GITEP) which is run by the Gloucestershire Association of Secondary Headteachers Limited (GASH Ltd). In 2024 Balcarras became the lead school for GITEP.

We mention these initiatives because we believe it demonstrates our commitment to professional development and the importance of collaboration.





Gloucestershire Association of Secondary Headteachers Ltd is a unique and dynamic charitable organisation working in partnership with other organisations, on behalf of secondary schools in Gloucestershire, to provide teacher training, professional development, and support for schools. GASH Ltd's main work currently consists of:



Gloucestershire Initial Teacher Education Partnership

A school-centred initial teacher training provider (SCITT) judged outstanding by Ofsted and rated among the top secondary teacher training providers in the country. GITEP SCITT recruits and trains around 80 new teachers each year with the intention they will go on and work in one of our 30+ partner schools in Gloucestershire.



School Business Manager Partnership

An established partnership with Serco Education and the Institute of School Business Leaders (ISBL). The leading provider of national programmes for School Business Managers, Business Directors, and School Administrators.



Subject Knowledge Enhancement programme

A partnership with Vidlearn, the UK's leading platform for distance learning subject knowledge enhancement (SKE) courses, which are funded by the Department for Education and available to those thinking of starting an initial teacher training programme.



What is it like working with GITEP?

GITEP is a school centred initial teacher training provider (SCITT). GITEP is a very successful programme, judged Outstanding by Ofsted in 2023 and rated among the top secondary teacher training providers in the country. GITEP SCITT recruits and trains around 80 new teachers each year with the intention they will go on and work in one of our 30+ partner schools in Gloucestershire. GITEP SCITT works in partnership with the University of Bristol, which accredits the Postgraduate Certificate in Education.

The Balcarras Trust is responsible for GITEP, but GITEP is run by the Gloucestershire Association of Secondary Headteachers Limited (GASH). All GASH Ltd staff work for schools. All members of the GITEP staff who are not currently serving teachers are employed by The Balcarras Trust, ensuring consistency of terms and conditions and access to the local government pension scheme.

GITEP SCITT is based at Cheltenham Bournside School. We have our own space within, but separate to, the main school. The space includes an area for meetings and training, and two small offices. There are currently six people based here but it is rare that everyone is there at the same time due to part-time and flexible working arrangements, and the fact that the course leaders spend a lot of time out and about in schools.

GITEP staff enjoy working as part of a team and value building relationships with all our partners, stakeholders, and trainees. It is vital to us to be seen as efficient and professional but also friendly and approachable. We also value flexibility and a willingness to pitch in and help with any tasks which need doing, especially when other members of the team are particularly busy.





Finance Officer —General Job Description

JOB TITLE:	Finance Officer, one-year fixed term contract with the potential to continue
HOURS:	<u>25 hours per week</u> . It is anticipated this will be five hours per day over five days per week, however hours could potentially be flexibly distributed across a working week if agreed
RESPONSIBLE TO:	GASH Ltd Finance Manager & GASH Ltd Operations Manager
GRADE:	Point 15-20: £19,657.43—£21,341.89 actual salary FTE: £29,093 - £31,586 Local Government Pension Scheme is available.

JOB PURPOSE:

To work as part of a team to provide efficient and effective financial and administrative support for Gloucestershire Association of Secondary Headteachers Ltd and GITEP SCITT, ensuring systems are maintained and operated in accordance with procedures and statutory requirements.

PLACE OF WORK:

- GITEP SCITT office at Cheltenham Bournside School and remote working from home, as agreed with the GASH Ltd Operations Manager.

MAIN DUTIES AND RESPONSIBILITIES:

- ⇒ Maintain effective financial processes and procedures for GASH Ltd and GITEP SCITT, including:
- Raising of orders, payments and invoices (sales and purchase)
 - Preparation and processing of supplier payments
 - Monitoring expenditure on company credit cards
 - Banking of cheques/cash received
 - Creditor and Debtor control
 - Reconciliation of sales and purchase ledgers
 - Reconciliation of bank accounts on a monthly basis
 - Managing the office petty cash



Finance Officer –General Job Description continued

- ⇒ Assist in the production of monthly financial reports and maintenance of budgets
- ⇒ Assist in the preparation of accounts for internal and external audits
- ⇒ Communicate effectively to all enquiries on financial matters and where applicable refer queries to the relevant person, department or external agency
- ⇒ Meet weekly with the Finance Manager and regularly with the GASH Ltd Operations Manager, GITEP SCITT Director and other programme managers as required.
- ⇒ Act as the treasurer to the Gloucestershire Association of Secondary School Leaders Association accounts. This is the subscription paid by headteachers to belong to GASSL and pays mostly for Association meetings.
- ⇒ Provide administrative and secretarial support as required for specific tasks, projects, or meetings commensurate with the grading of the post
- ⇒ Contribute to the planning and development of systems, procedures and working practices including accurately updating and maintaining relevant financial systems
- ⇒ Liaise closely with both internal staff and external agencies in order to build and maintain effective working relationships
- ⇒ Taking responsibility with all other members of staff for keeping the appearance of areas of work tidy and pleasant to work in, and for reporting any concerns
- ⇒ Contribute effectively to the 'whole team' working, being flexible in working practice and being able to re-prioritise workload when other team members require support
- ⇒ Comply with relevant policies, procedures and financial regulations
- ⇒ Ensure that Health and Safety instructions are followed



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Person Specification

The successful applicant must be able to work independently and part of a team and work well under pressure. They must have an excellent work ethic.

- ⇒ Good standard of general education, including GCSE English and Mathematics (Grade 4/C or above) or equivalent
- ⇒ Experience of working in a customer focused environment
- ⇒ Good understanding of financial processes and systems
- ⇒ Experience of using computerised accounting packages
- ⇒ Excellent administration and communication skills
- ⇒ Experience with using office software, email, and internet
- ⇒ Experience of working in a training or education context (not a limiting factor)
- ⇒ Ability to communicate clearly and accurately at all levels and through a range of mediums
- ⇒ Ability to learn and operate new processes and systems quickly
- ⇒ Ability to organise and prioritise workload
- ⇒ Ability to adapt working practices and be flexible

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



Selection Process

- ⇒ Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- ⇒ Shortlisting will be undertaken by the GASH Ltd Finance Manager and Operations Manager, and the GITEP SCITT Director meeting together to review applications.
- ⇒ Unsuccessful applications will be notified by email. Unsuccessful candidates can request feedback by email.
- ⇒ Successful applicants will be invited for interview by telephone or email.
- ⇒ References will be requested at this stage.

Please stipulate clearly on your application form should you wish for your references not to be checked prior to job offer.

- ⇒ A formal letter confirming the interview arrangements and plan for the day will then be emailed to candidates including details of documentation that will be required to be presented on the day.
- ⇒ One of the requirements of the day will be to complete a "Declaration of Criminal Record and other information" check.
- ⇒ If you have a DBS certificate from your current work place, you will be required to show this.
- ⇒ Candidates will be required to undergo a formal interview (including safer recruitment questions) and, where appropriate, a task. All information concerning the day will be provided in the formal letter.
- ⇒ A decision will be made on the day where possible.
- ⇒ Successful candidates will be notified by telephone .

For all enquiries about this position please email jobs@balcarras.gloucs.sch.uk

<https://www.thebalcarrastrust.co.uk>