



RECRUITMENT PACK

FINANCE OFFICER



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Welcome from the Executive Head Teacher

Dear candidates

Thank you for your interest in Claremont High School. I am delighted you are considering being a part of our School. Claremont High school founded in 1930 by the Middlesex County Council, and was one of a number of new schools built by the council between the wars in the rapidly developing outer suburbs of London. Claremont is now a multi-specialist school. In 2012, the school gained academy status, joining many other local schools. In the autumn term of 2017 Claremont High School Academy formed a MAT. A Multi Academy Trust (MAT) is a group of institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company.

As a member of our team, you would play a pivotal role in supporting the school to deliver an uncompromised curriculum and life enriching opportunities, together with extraordinary care and support.

As a School, we are expertly placed to enable our students to flourish whilst also ensuring they are well equipped to understand and meet the challenges they face with empathy and humility. Our staff know and understand each student to enable them to find their place in the world.

We are a very popular choice for parents / carers and currently have 1643 pupils. I am very proud of our whole school community; it is a wonderful place where everyone enjoys learning and are effectively supported to maximise their potential. Our teaching and learning staff are very committed to the children and young people and strive to bring out the very best in all of them. We work extremely hard to support all our children and young people to develop the skills they will need for the future.

Our aim quite simply is “To prepare our students to reach their full potential”. We know that we are very successful in doing this because we have students, staff and parents who are totally committed to our core values of *Excellence*, *Respect*, *Aspiration*, *Enjoyment* and *Perseverance*. These are the values that are celebrated and upheld across the academy so that students of all ages and abilities are able to make exceptional progress academically, socially and personally. It is the strength of these core values that has led students to make an excellent and smooth transition from their much-loved primary schools, so they achieve excellent GCSE and A Level results. This enables them to make the transition to top universities and colleges and to secure excellent professional careers in fields such as Medicine, Finance, Law, Teaching and Business. Many have achieved sporting success well beyond the school environment and others have found true excellence in performing and the visual arts.

When it comes to academic achievement, our goal is nothing short of excellence across all three of the key stages. Pupils are able to achieve excellent results because we set the highest expectations in learning and behaviour and we provide them with a broad, balanced and enriched curriculum that meets their needs and aspirations. We have a dedicated and passionate team of well qualified and highly skilled staff who provide outstanding teaching, and this is reflected by our excellent GCSE and A-Level results which remain significantly above national averages in all headline measures year on year. This was further validated by Ofsted in both 2015 and 2010 when we achieved Ofsted Outstanding gradings, an endorsement of everything we do at Claremont.

Alongside our reputation for academic excellence, we also pride ourselves on our outstanding pastoral care, providing a very positive environment in which students thrive. As each new student joins us, we take the time to build a genuine partnership between family and school. You can be sure that your child will be nurtured and enriched in a supportive and challenging academic environment.

Our team is diverse with a healthy mix of youth and experience, with relationships between staff, students, and with parents, extremely positive and caring. Key to this are our core values of respect for ourselves, our peers and our community, whilst aspiring to achieve the best we can in our relationships and our interests.

We are committed to ensuring that the talents of all students are recognised and encouraged. Students benefit from first-class facilities and an exciting range of extra-curricular activities which develop confidence and skills for lifelong learning beyond the classroom.



N. Hyde-Boughey
Executive Headteacher

Chrysalis Multi Academy Trust

A Multi Academy Trust (MAT) are institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company. The board of Directors is responsible for decisions relating to how each academy is run, however, each individual academy retains its own governing body and the Trust delegates some of its functions to the governing body.



Background on our CMAT:

Chrysalis Multi Academy Trust (CMAT) was founded in 2017. It is a MAT for local schools and we have exceptionally high ambitions for anyone and everyone we work with. Currently, we have joined with Sudbury Primary School.

CMAT 'Our Shared Vision':

High quality education is the heart of everything we do at CMAT. This is because we know that an outstanding education unlocks the potential of all learners and provides them with a wealth of opportunities regardless of their backgrounds or their individual starting points. We believe that every young person, regardless of where they came from, or their ability or personal needs is deserving of a world class education experience at CMAT. By ensuring that every young person is given this opportunity we can enable them to achieve their full potential and to prepare them to be successful in adult life and in an ever-changing world.

Quality education is the hallmark of a forward thinking and highly cohesive society.

Excellence: appointing the best staff who are innovative, skilled and whose enthusiasm for facing the challenges of education in the 21st century is unparalleled, and to continue to provide opportunities for continuous professional development for all our staff.

Responsibility: provide a safe and secure environment where individual learners thrive as confident, independent citizens, who are accountable and reflective about their actions and decisions.

Respect: fostering genuine community cohesion and a set of traditional values based on discipline, respect and compassion, where we value the unique contributions of parents and carers and the wider community.

Aspiration: providing a broad, balanced and challenging curriculum through innovative and quality teaching, strengthened by our exciting and all-inclusive approach enabling us to be at the forefront of educational development.

Perseverance: providing challenging and rigorous standards of academic achievement, enabling pupils to make choices for future learning based on a range of academic and applied skills.

At CMAT we ensure that all of our learners know and understand the values that they bring to their success and the added value that is brought by others. In this way we strive to create a learning community that is built upon the foundations of fairness, cohesiveness, challenge and resilience, productivity and innovation.

We expect learners of CMAT to be confident to compete with their local, national and international peers.

Underpinning our vision and mission statement are our core values which have been defined by all of our staff and governors and which capture the values of all of our schools: Excellence, Responsibility, Respect, Aspiration and Perseverance. These expectations underpin everything we do and we are very excited to work with our partners who share this ethos.

Six key principles of the CMAT:

Equity: Total commitment to working together to improve the life chances of all learners through high expectations of the performance for all

Learning: High quality teaching and learning for all key stages

Leadership: Rigorous leadership that has an impact at all levels

Curriculum: Positive growth mindset so that we are consistently developing, achieving strength through challenge, and creating opportunities for all

Professional Development: High quality training and professional development for staff and governors

Communication: Positive professional relationships between all staff and all stakeholders.



CMAT SCHOOLS



Our primary school

Sudbury Primary School



Our Vision at Sudbury Primary School; *'Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning,'* reflects our aspiration for our pupils to work together and be the best that they can be, this applies to every pupil who attends our school.

The school values: Respect, Responsibility, Honesty, Kindness & Courage are celebrated and upheld across the school so that pupils of all ages enjoy learning and developing the skills they need to achieve even more success through their transition to high school.



Our modern, world-class learning environment is exceptional, this enables the school to provide an outstanding Music and Computing Suite, an exclusive Drama Studio, a well-resourced Library, and a Nature Garden to name just a few.

Teaching and learning at Sudbury is outstanding, and this is something that we are very proud of. It is this that makes such a difference to the engagement and success of all our learners and ensures that we can provide a first-class education for all.



Whole School Vision

Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning.



FINANCE OFFICER
Salary Scale S02 Point 26-28
£30,984 - £32,978 p.a.
(pro rata £27,097 - £28,682.50)
(35 hrs per week, Term Time plus 5 days)

An exciting new opportunity has arisen for a strong candidate to work closely within the Trust's Finance Team to provide financial services and support to the MAT as part of a centralised financial function.

The successful candidate will assist with the provision of professional management and leadership of financial services for a medium sized Multi Academy Trust with a £17m budget. They will support with promoting best practice and ensuring compliance with the financial processes and procedures for approximately 300 staff members providing services for over 2,500 pupils across the Trust.

What we offer:

- The opportunity of working within a supportive, friendly environment in this well run and respected school.
- Good opportunities for personal and career development.
- Local Government Pension Scheme.

The successful candidate will have:

- Good general education, with C Grade GCSEs or equivalent in English and Maths
- Previous financial administration experience, either in school or business.
- A high level of communication skills and the ability to relate positively to children and adults.
- Knowledge of financial software package and experience of working with other packages.
- Be a team player, who is also happy to work under their own initiative.
- A high level of confidentiality.
- The ability to work independently, use their initiative to resolve issues but also work collaboratively as part of a team.

Part time candidates and flexible working arrangements will be considered. The successful candidate would work across and within each school within the trust.

Note: The job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 & 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

To apply please refer to the job description on the school's website www.claremont-high.org.uk and www.sudburyprimary.co.uk

1. Complete the school's application form.
2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of this role.

PLEASE SEND APPLICATIONS BY EMAIL TO:

Daxa Panchal (PA to Executive Headteacher)

Email: daxa.panchal@claremont-high.org.uk / admin@claremont-high.org.uk

Closing Date: 12.00 noon, Monday 11th July 2022

Chrysalis Multi Academy Trust is an Equal Opportunities Employer. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. We reserve the right to appoint a suitable candidate prior to the deadline

JOB DESCRIPTION

Main purpose of the job

- To provide financial services and support to the MAT as part of a centralised financial function.
- To assist with the provision of professional management and leadership of financial services for a medium sized Multi Academy Trust with a £17m budget.
- To support with promoting best practice and ensuring compliance with the financial processes and procedures for approximately 300 staff members providing services for over 2,500 pupils across the Trust.

Operational Responsibilities

- To support the CFO and Finance Manager as directed.
- To have general oversight of the purchase ledger across the MAT.
- To complete and process orders and requisitions, assisting staff with queries about suppliers and prices, as and when required.
- To ensure best value is achieved for every purchase made, procuring deals for the MAT where appropriate.
- To receive, review and collate all invoices along with delivery notes, relevant purchase order ready for entry, ensuring prior authorisation of budget holder has been obtained from each location.
- To monitor income and expenditure for each school within the trust as directed by the CFO.
- To enter invoices and expenditure onto the MAT finance system.
- To ensure timely payment of invoices is made within the terms of the invoice.
- To prepare BACS payment files for processing and upload on to the secure commercial online banking system.
- To check invoices to be added to the asset register for items over agreed value and update the relevant systems with accurate details accordingly in line with the financial regulations.
- To maintain the asset register on Every Asset Management across the MAT.
- To keep an up-to-date record on Every Compliance across the MAT.
- To ensure timely banking is taking place within the schools where appropriate, communicating regularly with each location and entering income on to the finance system.
- To maintain accurate records of accounts ensuring effective financial controls are exercised with approved authorisation as per the Financial Regulations.
- To generate reports as and when required by the Schools and MAT.
- To support the Finance Manager with VAT returns.
- To complete monthly reconciliations for each location, bank reconciliation, petty cash, charge card (entering authorised expenditure and reconciling to monthly statement) and VAT reconciliation.

- To complete monthly salary reconciliation to reports provided by the Payroll Provider, entering accurate data on to PSF and reconciling to the DD total. Check salary variations for each location.
- To assist in the maintenance of IRIS Financial Planner.
- To undertake accurate filing of all financial records in a timely and organised manor, ensuring easy access for Auditors and Finance Staff, ensuring six years plus the current year are easily identified and accessible.
- To keep track of accruals, prepayments, accrued income and deferred income across the MAT and make the relevant postings onto the finance system.
- To prepare relevant schedules for year end in readiness for the annual external audit.
- To assist with the annual external audit and internal audit and answer any queries the auditors may have.
- To support School Office Team Leaders with finance system enquires and provide training where required and maintain regular and supportive communication with regard to financial matters.
- To abide by the Academy Financial Regulations and the ESFA's latest Academies Handbook.
- To liaise with trip organisers making sure all income/expenditure is accounted for and complete reconciliations for each trip.

General

- To be responsible for safeguarding and promoting the welfare of children and young people for whom the post holder is responsible, or comes into contact with.
- To assist staff with their enquiries and deal with routine telephone calls as required.
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace.
- To deal with all finance related correspondence promptly as required.
- To ensure that all MAT policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the MAT's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the MAT's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the MAT.
- To participate in the performance management structure of the MAT as directed.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Head Teacher, to carry out appropriate duties within the context of the job, skills and grade at any site within the MAT.

Person specification

| Area | | Criteria | Assessment |
|------------------------------------|---|----------|------------|
| Qualifications and Training | Good general education, with C Grade GCSEs or equivalent in English and Maths | E | A |
| | Finance/Bursar qualification or similar accreditation (AAT, CSBM, etc.) | D | A |
| | Commitment to personal /professional development | E | I |
| Knowledge and Experience | Previous experience working within a finance team | E | A/I |
| | Previous experience of working in a school/academy | D | A/I |
| | Knowledge and skills in using Microsoft Office and 365 specifically Word,Excel and Outlook. | E | A/I |
| | Previous experience of accounting system e.g. (PS Financials) | E | A/I |
| | Previous experience of cashless system e.g. Impact/ParentPay | D | A/I |
| Skills and Abilities | Proven willingness and capacity for hard work. | E | A/I |
| | Excellent organisational skills, able to handle multiple tasks and meet deadlines | E | A/I |
| | Excellent oral and written communication skills with the ability to communicate finance issues to non-finance staff | E | A/I |
| | Strong team and interpersonal skills with the ability to build successful relationships with all students, staff, parents and other stakeholders. | E | A/I |
| | A problem solver, with a forward thinking and committed approach | D | A/I |
| | Highly motivated and self-reliant | E | A/I |
| Other | High standards of professionalism and confidentiality | E | A/I |
| | High standards of personal presentation, with an excellent record of attendance and punctuality | E | I |
| | Commitment and enthusiasm to the aims and the ethos of the trust. | E | I |
| | A thorough, meticulous approach to all tasks | E | I |
| | Willing to undertake additional duties as and when required to ensure the smooth running of the schools | E | I |
| | Adaptable, open to change, and willing to take on challenges with enthusiasm | E | I |
| | Common sense, co-operation and a positive approach | E | I |

Criteria Key:

D - Desirable

E - Essential

Assessment Key:

A - Application Form

I - Interview