



Applicant Information Pack

Finance Assistant



Respect - Resilience - Success

Information about our School

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing a quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of the sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

Mark Cooper, Headteacher

Please visit our website <https://thomasadams.net/> for further information. You can also find out the latest news via our social media pages



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



Our Vision

Outstanding education and care that will allow every young person to reach their potential, regardless of their starting point: life opportunities

Information about the Trust

Thank you for expressing an interest in working within our Trust.

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

The 3-18 Education Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

“The value of the individual, the benefit of the team”

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

Benefits of working at Thomas Adams School, part of the 3-18 Education Trust

- Attractive, open-air site
- Development and career opportunities available across the Trust
- Employee Assistance Programme (access to free financial, legal, health, counselling advice)
- Member of the Valued Worker Scheme (accredited to the Trust by NASUWT, Unison and GMB)
- Disability Confident Employer
- Cycle to Work Scheme
- Canteen with freshly cooked menus each day

Job Description

Title of Post	Finance Administrative Assistant
Grade and SCP	Grade 6 SCP 7 Actual Salary £13,625. Full time equivalent £24,294
Hours/Working Weeks	24HPW Term Time, plus 2 working weeks during summer holidays. <i>(Preferred working pattern Wednesday, Thursday and Friday, however negotiable for the right candidate)</i>
Post Status	Permanent
Accountable To	School Business Manager

THE THOMAS ADAMS SCHOOL

FINANCE ASSISTANT

JOB DESCRIPTION

- The post is Grade 6, part time (24 hours), term-time plus two weeks.
- The post is permanent, subject to a six-month probationary period and one month's notice on either side.
- The conditions of service are those specified by the National Joint Council for Local Government Services.

PURPOSE OF POST

The post holder will work directly with the Business Manager and colleagues to ensure the effective and efficient delivery of financial services to the School and Trust.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Main Budget

- With use of an online payment system (currently PS Financials), process purchase order requests.
- Generation of purchase orders, either electronically or in hard copy.
- Process invoices, including coding, distribution to budget holders and collation ready for payment.
- Process staff claim forms under the direction of the School Business Manager.

Boarding

- In liaison with the Director of Boarding and Boarding Administrator, and with use of an online accounting system (currently QuickBooks), ensure all income and expenditure is recorded accurately and in a timely manner.
- Ensure income is received on time. Send reminders to late payers, and collect any debts in accordance with Financial Regulations under the instruction of the Business Manager.
- Provide a weekly debtor summary to the Director of Boarding and Business Manager.

General

- Handle enquiries from students, staff, parents and suppliers by telephone, email, letter, and in person.
- Liaise with members of staff responsible for trips, visits and events, and ensure parents are able to pay for items online (via ParentPay).
- Record all cash income in the day book, ensuring it is banked promptly and details entered into the accounting system.

- Cover Reception as part of a rota, and answer telephones as required
- Administer online payments system (currently ParentPay).

Plus any other duties that would reasonably be expected of the post holder.

PERSON SPECIFICATION

	Attributes	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English and Maths 	<ul style="list-style-type: none"> • First Aid qualification
Work or relevant experience	<ul style="list-style-type: none"> • At least 3 years' experience of financial/administrative work or relevant specialist work • Computer/keyboard skills 	<ul style="list-style-type: none"> • Experience of working in an educational setting or other relevant environment
Knowledge and Understanding	<ul style="list-style-type: none"> • Very good numeracy and literacy skills 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Very good ICT skills • Sufficiently fluent in spoken English to ensure effective performance in the role 	
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication skills • Ability to relate well to children and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to maintain confidentiality 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	



The Thomas Adams School

Lowe Hill, Wem, Shropshire, SY4 5UB. Tel: 01939 237000

Email: contactus@tas.318education.co.uk

Finance Assistant

Grade 6 SCP 7,

Actual salary £13,625 per annum

24 hours per week, over 3 or 4 days, term-time plus 2 weeks

Required as soon as possible

We are seeking to appoint a Finance Assistant to join our successful, professional and dedicated finance team. This position will involve supporting the Business Manager in all aspects of the school finances and in particular the financial reporting of the school's state boarding house.

Applicants should have good communication skills and the ability to build effective working relationships with students and adults.

An Applicant Pack and Application Form can be found on our website <https://thomasadams.net/vacancies> or contact Mrs Belinda Howells at belinda.howells@tas.318education.co.uk

Closing date for applications is Monday 27th November 2023

Interviews will be held in that week.

The Thomas Adams School is part of The 3-18 Education Trust, a Multi-Academy Trust which works collaboratively to provide a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of the process.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.