

Part Time Finance Assistant

Elms Bank High School Application Pack



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ELMS BANK IS PART OF THE OAK LEARNING PARTNERSHIP

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“An outstanding school”

(Ofsted October 2014)

Part Time Finance Assistant

£8,895.67 - £9,551.76 per Annum, Grade 5 (SCP 4-5)

Required for as soon as possible

Elms Bank is an outstanding generic secondary special school for pupils aged 11-19. The Governors are seeking to appoint a highly motivated and enthusiastic part time Finance Assistant who can assist the finance officer with the day to day financial administration requirement of the finance function. Working knowledge of school finances and funding arrangements is essential. We are looking for outstanding colleagues who will demonstrate a high level of commitment to the finance department.

The post is permanent working 20 hours per week term time only plus 10 additional days to be worked during periods of school closure. The hours to be worked each week are to be agreed.

You will:

- Maintain internal controls and procedures to ensure accuracy and completeness of accounting records and systems
- Responsible for the receipt, safekeeping and banking of monies received by the school
- Assist with finances and administration for extended services and the PTA
- Will respond to financial queries, identifying and correcting financial discrepancies
- Comply with the academies handbook and financial regulators

This post would be suitable for a person with experience of working with in a financial environment. You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond.

We are committed to **equality of opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Applications should be sent to recruitment@oaklp.co.uk for the attention of Mrs K Bloomfield, Executive Business Manager by 9.00am, Thursday 24th September 2020.

About Elms Bank School

Elms Bank is a vibrant and forward thinking generic secondary special school based in Bury, Greater Manchester. All our pupils have a Statement of Special Educational Needs. Our age-range is from 11 to 19 and we currently have 284 pupils in school. Our pupils are divided between classes including specialist classes for pupils who are on the autistic spectrum and those with complex needs. Our intake is mainly from Millwood Primary Special School and a range of mainstream primary schools across Bury. We also accommodate pupils who come from other local authorities. This will depend on the availability of places.

At Elms Bank we embrace the Arts (Drama, Art and Music) and Applied Learning. Both these areas enrich the curriculum for our young people and contribute to making Elms Bank a place where talent can be nurtured and young people can grow in confidence. You will see lots of information on the website about the achievement of our pupils. These areas include our annual school production, our choir with over 50 members and work placements completed by our pupils.

Central to our vision is to work in partnership within a multi-disciplinary approach to meet the needs of all the young people in our school community. We aim to create a safe and happy learning environment where everyone is treated with respect and dignity. The website contains information about all the people who work in partnership with us. These include a range of services from the National Health Service, the Educational Psychologist and the Local Authority SEN Department.

We have strong links with Millwood Primary School and a range of other local primary schools. We ensure that all our Year 7 pupils have a very positive transition from our feeder schools into Elms Bank. Many of our pupils are able to access inclusion opportunities in mainstream high schools. We value the opportunities created through these links to allow our pupils to grow in confidence both socially and academically.

The staff team are the greatest strength of the school. We aim to provide the highest standards of education and care for our special young people. We plan to meet each pupil's specific needs. We look for every opportunity to celebrate their achievements.

Hydrotherapy Pool

The new, state of the art hydrotherapy pool is serviced by a range of changing rooms with integrated hoisting. It also has a light system installed to enhance sensory experiences.

Sporting Facilities

We have a fully equipped sports hall, with a climbing wall and trampolines. We also have a multi-use games area, outside gym equipment area, and a full-sized football pitch.

Personal Care and Security

Each department has its own private bathroom area and all classrooms have access for wheelchair users. The school is securely fenced and accessed through the front entrance. The school has security doors at the front and back of the school.

Sensory Integration

Within our Specialist Provision we have a sensory integration room, which allows students access to sensory input to meet their needs. The room contains sensory equipment including a swing.

In addition to this we have a sensory light pod that is mobile and therefore can be accessed by a range of students. The school also has a well-stocked sensory garden.

Elms Bank Bistro and Common Room

The Bistro provides a professional working kitchen in which students work and study courses in food and hospitality. The common room attached to the bistro provides a space for a range of students to socialise during their break and dinner.

Elms Bank College Hub

Located on Bury Old Road, Prestwich, the College Hub offers a wide range of vocational opportunities within Hair and Beauty, Hospitality, Library Hub and Sport and Leisure, whilst maintaining a smaller, family-like community. Our College Hub has a strong emphasis on pastoral care, alongside a curriculum that focuses upon preparation for adulthood tailored to the needs of the individual.

Unsworth Community Hub

We are developing the former Unsworth Library as a community hub first, foremost to give our students the opportunity to develop their employability skills. The students from Elms Bank College work in the community hub. The hub is being developed as a community resource and has become part of Elms Bank due to a community asset transfer agreement following the closure of Unsworth Library.

Extended Services

Elms Bank is part of the Extended Schools Initiative through clubs, residential activities and weekend events.

Buddy Dog

What does a Buddy Dog do?

A Buddy Dog gives pupils the opportunity to build on their communication and mobility skills needed to enhance their lives. Confidence is also enhanced by giving certain responsibilities to pupils to care for the dog's needs, i.e. feeding, grooming and walking. We have Bob and Bear at the main school site and Holly at the College Hub.

Bob, Bear and Holly have other dog friends who come and help in school and the College Hub.

Our Buddy Dogs - Bob, Bear and Holly

The dogs are very busy during the day and they go into classes with pupils. A pupil from the class collects and returns them from and to the office either independently, if they are confident to do so, or with a member of staff if needed. The dogs are used as reading dogs, that allows pupils who are less confident at reading out loud to be able to read to them as this can be less intimidating than reading to a member of the reading team.

They are well liked around school and have a very calming effect on pupils. If a pupil becomes distressed the dogs can help to calm them down as pupils always want to interact with them.

The dogs get involved in lessons in all sorts of ways which range from sitting with pupils to learning about how to take care of him and sometimes he is even measured! Bob also helps pupils to understand the responsibilities of owning a pet.

Bear is a new addition to Elms Bank School and is only a young puppy. He is learning to socialise within the school environment and meeting all the students in different forms. As Bear grows, he will be joining the older dogs on their school duties with the pupils.

Elms Bank Mission Statement

Elms Bank offers a holistic provision. Our students' achievements and successes are celebrated widely.

We use innovative and **aspirational** strategies to increase students' **resilience** and confidence to overcome barriers to ensure their lives are enriched both now and into adulthood.

We believe that at the heart of a student's personalised success is exceptional teaching, learning and pastoral care.

We pride ourselves on our overwhelming sense of family and community; where every staff member leads with **integrity** and compassion to achieve '**Excellence for All**'.

Job Description

Part Time Finance Officer

Normal place of work:	Elms Bank, although you may be required to work at any other school in the Trust
Responsible to:	Business Manager and Finance Manager
Responsible for:	N/A
Hours of work:	20 hours per week, term time + 10 days (to be agreed)
Salary:	£8,895.67 - £9,551.76 per annum (Grade 5, SCP 4 - 5)

SPECIAL CONDITIONS OF SERVICE

- Annual leave to be taken in school closure periods
- Attendance at evening meetings may be required
- Be prepared to offer flexibility in hours

Job Purpose

- Provide a comprehensive day to day support on all financial accounting practices in conjunction with the Finance Manager

KEY RESPONSIBILITIES

Financial Administration

- Assist the Finance Officer with the day to day financial administration needs of the finance function
- Maintain internal controls and procedures to ensure accuracy and completeness of accounting records and systems
- Procure goods and services for the school, whilst adhering to the Trust Financial Procedures Manual
- Process invoices for payment
- Responsible for the receipt, safekeeping and banking of monies received by the school
- Process reprographics recharges
- Assist with finances and administration for extended services and the PTA
- Manage the arrangements for school trips and events including booking transport and venue
- Raise sale invoices in a timely manner

- Respond to financial queries, identifying and correcting financial discrepancies and resolve financial disputes in a timely manner
- Comply with the Academies financial handbook and financial regulators
- Assist with year end and annual audit processes
- Ensure compliance with data protection regulations
- Assist in production of monthly curriculum budget reports
- Proactively support the schools budget holders
- Provide cover for reception as and when required
- Undertake general administration duties, including photocopying, filing and scanning

Other

- To work flexibly to meet the changing needs of the Trust
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Attend events or meetings out of normal working hours as required
- Undertake other tasks as reasonably requested by the Executive Business Manager
- Follow school ethos and values of aspiration, integrity and resilience
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures

Job Description Prepared by: K. Bloomfield	Signed:	Date:
Agreed Correct by Post- Holder:	Signed:	Date:
Agreed Correct by CEO of Oak LP: E. Parkinson	Signed:	Date:

PERSON SPECIFICATION

1. Educational and Training

	Criteria	Essential/ Desirable	Evidenced In
1.2	GCSE Maths and English at Grades C or above (or equivalent)	E	Application
1.3	AAT qualified or equivalent accountancy qualification	D	Application

2. Relevant Experience

	Criteria	Essential/ Desirable	Evidenced In
2.1	Previous experience of working in a financial environment	E	Application Interview Reference
2.2	Working knowledge of schools finances and funding arrangements	E	Application Interview Reference
2.4	Experience of producing statistical data in a meaningful way to a variety of audiences	D	Application Interview Reference

3. Skills, Abilities and Attributes

	Criteria	Essential/ Desirable	Evidenced In
3.1	Ability to understand financial procedures	E	Application Interview Reference
3.2	Excellent communication skills	E	Application Interview Reference
3.3	Ability to maintain strictest confidentiality and integrity at all times	E	Application Interview Reference
3.5	Ability to be flexible in order to create effective solutions	E	Application Interview Reference
3.9	Ability to deliver a high standard of service, under pressure, whilst remaining tactful, calm and confident	E	Application Interview Reference
4.0	Effective written and verbal communication skills to be able to liaise with wide range of people at all levels	E	Application Interview Reference
4.1	Excellent time management skills and able to prioritise own workload to meet deadlines	E	Application Interview Reference
4.2	Demonstrate ability to operate various software packages i.e. Microsoft word and excel and other IT Systems	E	Application Interview Reference
4.3	Able to work constructively as part of a team, understanding school roles and responsibilities	E	Application Interview Reference