



Alsager School

Hassall Road, Alsager, ST7 2HR

Headteacher: Andrea O'Neill

Required as soon as possible:

FINANCE ASSISTANT - Permanent

[Responsible to: Trust Finance Lead]

37 hours per week; 42* weeks (we can be flexible with the number of weeks worked, either 42 weeks or full year).

[*term-time plus additional 4 weeks to be worked during holiday periods]

Hours 8.00am to 4.00pm Monday to Thursday, 8.00am to 3.30pm Fridays

Grade 3: scp 03-04 £19,253 - £20,043 p.a. (actual salary)

[Whole year equivalent: £20,812 - £21,189]

About the role:

Thank you for your enquiry about the above post. It is a full-time per week; part-year, permanent post and the successful applicant will join the School's highly effective Finance Team. The Cornovii Trust currently comprises of Alsager School, a large very successful 11-18 school and Weston Village Primary School, situated near to Crewe, Brine Leas School, Nantwich and Audlem St. James CofE Primary school. The successful applicant will join the Trust's highly efficient Finance Central Services team.

The team is led by the Trust's Chief Financial Officer who is a member of the Senior Leadership Team. The rest of the team comprises of a Trust Finance Lead, a Senior Finance Officer, a Finance Officer, plus this current vacancy. The working environment is friendly and busy with regular interaction with staff and students across the schools and reprioritising of tasks frequently occurs to meet deadlines.

The post holder's main responsibilities are to administer the Alsager School Society Accounts, visits, including SPIRIT week and finance administration to support our finance team.

There is the potential to study towards a financial qualification via the apprenticeship levy. This can be discussed at interview.

SPIRIT is an acronym for the values we wish to promote to our students. (Self-regulation; Participation; Integrity; Resilient; Inspired; Tolerant.) They encompass British Values, SMSC, Co-operative Values and growth mindset. Students have a number of opportunities throughout the year to opt into challenging SPIRIT activities and this culminates in the summer term with SPIRIT Week. The teaching timetable is collapsed for three days and students have the opportunity to take part in a huge range of activities, both on site and

outside of school. These range from African Art to Racquet Sports to Zumba Dancing. As you can imagine, this is a vast organisational and logistical task but also great fun and rewarding. The post holder will provide administrative support for the teaching staff who are responsible for SPIRIT Week.

The successful candidate will possess excellent organisational skills together with the ability to communicate effectively with children and adults and be able to work calmly under pressure.

Applicants should have a good general level of education combined with advanced I.T. skills (particularly Excel) and have excellent numeracy and written skills. Expert knowledge of information management systems (ideally ParentPay and School Fund Manager) would be an advantage, although appropriate induction and training will be provided when in post.

About the School:

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust. We are a local trust providing support for local schools, children and families.

Alsager School is a large 11-18 mixed Multi Academy Trust with 1569 pupils on roll, including approximately 267 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. We are one of the highest performing schools in Cheshire East, and our last Ofsted in February 2016 graded the school as Outstanding in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice.

Principal Responsibilities:

NO	
1	Administration of trips and visits including booking transport, costing the trip and collection and recording of monies received (software Pebble and PSF).
2	Administration of the EVOLVE online approval site for trips and visits.
3	Administration of the School Fund using Parent pay.
4	Carry out year-end procedures and prepare accounts for audit for the School fund.
5	Assist the Finance Team in the administration and control of the School Fund and finance software (including the maintenance of appropriate accounts, e.g. school trips) and administer other school held accounts to ensure that necessary information is available and the funds are controlled in accordance with proper accounting practice.
6	Processing of financial documentation from purchase requisitions, purchase orders and invoices. Proactively undertake a range of administrative duties to support the work of the Finance Team to facilitate the smooth running of the office.
7	To manage all work in connection with the school minibus, ensuring completion of relevant documentation. Transport bookings for staff and students as required.
8	Provide advice on school insurance (including school trips) to staff and Governors to ensure that

	policies and regulations are complied with.
9	Respond to the needs of pupils, parents and other visitors to the Finance office.
10	Respond to internal and external telephone calls, and emails to the school Finance office.
	Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

In conclusion:

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents, and pleasant, friendly, and highly motivated pupils. The school is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

How do I apply?

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Equal Opportunities Questionnaire section [Diversity].

It is important that your supporting statement should give comprehensive information about your skills, and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Monday, 27th February 2023**. Interviews are likely to be held during the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to:



Mrs Ashley Owen
H.R. Manager
Alsager School
Alsager ST7 2HR

Your completed application should be received in school no later than **12 noon on Monday, 27th February 2023**, ideally via email to Mrs Owen at jobs@thecornoviitrust.org.

NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.

All electronically submitted applications will be acknowledged.

It is the school's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen
H.R. Manager

BPi/ Feb 2023

Further details about the School are available from our website: www.alsagerschool.org

PERSON SPECIFICATION

Job Title: Finance Assistant

Grade: 3 scp: 03-04

CRITERIA	ESSENTIAL	DESIRABLE
Experience	Experience of working in a financial environment working to strict deadlines. Proven ability to communicate with people at all levels of the organisation.	Previous experience in an education field/working with children.
Qualifications/ Knowledge	Highly competent in the use of Microsoft Office suite of applications. Good standard of education including GCSE English & Maths. Excellent numeracy skills. Meticulous attention to detail. Willingness to undertake appropriate training.	Recognised finance/accounting qualification. Experience in use and manipulation of Information Management Systems i.e. ParentPay, School Fund Manager and PSF packages.
Personal attributes/Skills	Ability to provide an accurate, efficient and professional service. Able to manage unpredictable and variable workloads, often under pressure, whilst maintaining a positive outlook at all times. Enjoy a challenge and able to make decisions. Strong planning and organisational skills with a high level of attention to detail. Honesty, integrity, discretion and ability to maintain confidentiality. Good team player with a sense of humour. Commitment to safeguard & promote the welfare of children.	Have high expectation of themselves with the capacity for self-improvement.