



Brine Leas School

An Academy

Believe • Learn • Succeed

November 2023

Thank you for your interest in the post of Finance Assistant.

The governors, staff and students at Brine Leas School are seeking to appoint an enthusiastic individual who enjoys working within a team. In return, we can offer you a supportive and varied job in a pleasant educational setting.

Brine Leas School is an 11-18, mixed, comprehensive School located in the beautiful market town of Nantwich, in Cheshire.

The Finance team is based at the heart of the school ensuring the circulation of procurement is delivered smoothly, efficiently and effectively and always with a smile.

We are currently a team of four with a lead Finance Manager and three Finance Assistants each with a responsibility in a specific area and all working together harmoniously. 'Team' is an important ethos in our busy Finance department.

PS Financials is the unified ledger financial management system that we use and WisePay is our payments portal. School procurement is varied, ranging from a pack of glue sticks, set of books, teacher training course, to a substantial contract for building improvements. We have a keenness to do the job well and an eye for detail.

We are a friendly, approachable team and have built good relationships with each department, thriving on supporting the staff to ensure we supply the resources needed on time and best value whilst maintaining a balance of budgeting and monitoring to ensure accurate reporting for the Business Manager presenting to the Leadership Team and the Governing Body.

We work hard to support parents and carers to ensure the payments for all items for the students are made successfully via the online WisePay system. The payments can be for lunch account top ups, revision guides, music lessons, new uniform, places on trips or events with payment schedules put in place, also ensuring that any Pupil Premium assistance that is available is granted where eligible.

We always strive to be the best team that we can be, encouraging innovation and collaboration with colleagues throughout the school and other schools within the Trust to provide an excellent service. If you think you would fit in with our team, we look forward to meeting you for the opportunity to explore the possible benefits.

Headteacher
David Cole

Audlem Road, Nantwich
Cheshire CW5 7DY

Tel. 01270 625663
Email: info@brineleas.co.uk

www.brineleas.co.uk

Brine Leas School is a charitable company limited by guarantee, registered in England and Wales (company number 7344747) at the above address.

Our core values are

Trust, Respect, Optimism, Courage, Resilience, Inclusion and Equality.

We are a popular and successful school with a strong commitment to a broad curriculum that meets the needs of all our students. We believe in giving students life changing and affirming opportunities within our extra-curricular provision. Most students stay with us for seven years and enjoy excellent destinations appropriate to their abilities. Many go onto the world's best universities, employers, and careers.

We have a talented, creative, and passionate team of staff who take every opportunity to cultivate an environment in which our students can succeed, ask questions and express their views. We actively encourage opportunities for students to think deeply about their work in order to make sense of the increasingly complicated world in which we live.

We are extremely proud of our school, and we are looking for a colleague who will continue to build productive relationships within our school community. You will be part of a strong team of staff who are focused on delivering our core values, supported by a governing body who take their strategic role seriously.

This post is a great opportunity for you to make a real difference and join the school on the next stage of its exciting journey. Further information about our school can be found on our school website.

If you believe that you possess the necessary qualities to meet the requirements of this post and you are aligned with our values, then we welcome your application.

This and any other queries about this post should be made to Mrs Sharon Houghton, HR Manager, via job.applications@brineleas.co.uk



David Cole
Headteacher



Andrea Barker
Finance Manager