



Information for Applicants

Finance Administrator

Grade D
£14,959 - £15,509

Fixed Term until December 2023 (initial period) – Term Time Plus 5 days

30 hours pw

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466

Email:

tgs.recruitment@tgs.starmat.uk

Headteacher: Mr A Parkinson

Thank you for your interest in the post of Finance Administrator

This is an exciting opportunity to join the finance team at Tadcaster Grammar School.

This is a temporary position in the first instance. To commence in January 2023 for one year.

TGS is a large and high achieving 11-18 comprehensive school and one which has a unique 'family' feel. We deliver a broad and rich curriculum, provide excellent pastoral support and pledge to deliver really high quality experiences for all our students. A commitment to professional learning is at the heart of our success here; we have high expectations of colleagues but provide great support and opportunities in return.

When I first arrived at TGS in September 2019 there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

At TGS we do not limit our definition of achievement simply to traditionally academic pursuits, we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at <https://tgs.starmat.uk/>.

Thank you for your interest in this post.

Yours faithfully

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Finance Administrator, then you should complete the STAR MAT online application form <https://bit.ly/STARSupportApp>

Your supporting statement must not exceed two sides of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

Remember when addressing the above, *less is sometimes more.*

Timeline for the selection process

Post advertised	11 November 2022
Closing time/date for applications:	9 AM, 29 November 2022
Short listing:	30 November 2022
Invitation to interview by telephone/ Confirmation by email:	1 December 2022
Interview day:	7 December 2022

Appendices

1	The School Vision and Values Statement
2	Job description and person specification for the role of Finance Administrator

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>		<p>Be your best self, be:</p> <p>Ambitious Resilient Responsible Respectful</p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfillment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
<p>High expectations - no limitations</p>	<p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p>The right curriculum experience for each student</p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>
<p>The best support for each student</p>	<p>Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.</p>

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition	To show a desire and determination to achieve success.
Resilience	To show a determination to achieve success
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2: Job Description

Job Title: Finance Administrator

JOB DESCRIPTION

POST: Finance Administrator	
GRADE: D (scp 4 -6)	
RESPONSIBLE TO: Finance Officer/ School Business Manager	
STAFF MANAGED: None	
JOB PURPOSE:	To provide an administrative support service to the Headteacher and the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school finance office. The post holder may be responsible for some basic finance duties.
JOB CONTEXT:	Works within the busy environment of the school finance team managing the administration for the school, providing an finance administration, reprographics, budget monitoring and financial checks, where excellent organisational skills are essential in order to handle the variety of tasks that need to be undertaken Enhanced DBS clearance required
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues	<ul style="list-style-type: none"> ● Set up Suppliers on Accounting software ● Process purchase invoices by reconciling to purchase orders placed ● Liaise with school staff to confirm goods or services received ● Check and process approved staff expense claims, ensuring receipts attached ● Obtain supporting paperwork for Supply Cover invoices from Office ● Review the weekly supplier payment report for completeness and accuracy. ● Review supplier statements and investigate missing invoices ● Enter supplier costs paid in advance on the Prepayments spreadsheet ● Enter Direct Debit invoices ● Liaise with STAR MAT for signing of new Direct Debit Forms ● Check and bookkeep Credit Card transactions monthly ● Provide cover to raise purchase orders as and when required ● Monitor and bookkeep income on weekly income transaction report sent out by the STAR MAT ● Create and send out sales invoices to Customers ● Monitor and chase unpaid sales invoices (debt collection) ● Assist teaching and non-teaching staff with finance queries ● Provision of administrative, clerical and secretarial duties as required commensurate with grade ● Ensure compliance with STAR MAT financial procedures and regulations
Communications	<ul style="list-style-type: none"> ● Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers.

Resource/People management	<ul style="list-style-type: none"> ● Highlight additional training needs to build on your skills and knowledge. ● Participate in training and other learning activities and performance development as required. ● Attend team and staff meetings
Safeguarding	<ul style="list-style-type: none"> ● Know about data protection issues in the context of your role. ● Maintain confidentiality as appropriate. ● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to ● Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information	<ul style="list-style-type: none"> ● Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. ● Share information appropriately – in writing, by telephone, electronically and in person. ● Maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none"> ● To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health & safety responsibilities as an employee and where appropriate any additional specialist or managerial health & safety responsibilities as defined in the Health & Safety policy and procedure.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the equality Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● The STAR MAT provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with the STAR MAT Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> ● The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The STAR MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.
Date of Issue:	

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst the job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION

JOB TITLE: Administrative (Grade D)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Experience</p> <ul style="list-style-type: none"> ● Clerical or administrative experience ● Experience of using Microsoft Office software 	<ul style="list-style-type: none"> ● Cash handling experience ● Supervisory experience ● Use of Sage accounting / finance accounting
<p>Knowledge</p> <ul style="list-style-type: none"> ● Knowledge of admin and office systems 	
<p>Occupational Skills</p> <ul style="list-style-type: none"> ● Computer literate ● Good written and verbal communication skills ● Good numeracy and literacy skills ● Judgemental skills ● Problem solving skills ● Analytical skills 	<ul style="list-style-type: none"> ● Budget management skills
<p>Qualifications</p> <ul style="list-style-type: none"> ● Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> ● CLAIT Plus, ECDL or Level 2 Word Processing ● AAT qualifications ● Appropriate first aid training (<i>dependant on the school's needs – insert as appropriate</i>)
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Attention to detail, neatness and accuracy ● Organisational skills ● Ability to work successfully in a team ● Confidentiality ● Ability to work to deadlines and prioritise own workload. 	
<p>Other Requirements</p> <ul style="list-style-type: none"> ● To be committed to the school's policy and ethos. ● To be committed to Continual Professional Development. ● Motivation to work to support children and young people. 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> • Enhanced DBS clearance required 	
<p>Equal Opportunities</p> <ul style="list-style-type: none"> • To assist in ensuring that the STARMAT's equalities policies are considered within the school's working practices in terms of both employment and service delivery. 	