



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Finance Administrator (Premises)
Recruitment Pack
Field Court C of E Infant Academy





Dear Applicant,

Thank you for expressing an interest in this role.

The closing date for completed applications is **12 noon, Thursday 16th May.**

Interviews are still to be arranged but are likely to be during the week commencing 20th May.

To submit your application, please email the enclosed form to Kerry King, Finance Officer, via Vacancies@fcia.dgat.org.uk before the closing date.

Yours faithfully,

Adam Osborne

Headteacher



Job Advert

Post Title: Finance Administrator (Premises)

Grade: 12-14 (£26,241 - £27,334 Pro Rata)

Allowances: Not applicable

Hours: 25 hours a week to be discussed with the candidate.

Contract: Permanent subject to 6 months probationary period.

Closing Date: 12 noon, Thursday 16th May

Interview Date: During the Week Commencing 20th May (Most likely, the morning of Tuesday 21st May)

Start Date: ASAP

Field Court C of E Infant Academy seeks to appoint an enthusiastic, flexible and committed Finance Administrator to become an essential part of our team.

The role of Finance Administrator offers an exciting opportunity to be at the heart of operations at this friendly and welcoming school. You will work closely with the Headteacher and Central DGAT team members on the health and safety, financial and business aspects of running a school. As part of the Diocese of Gloucester Academies Trust, we benefit from the support offered from the central team. Here, at the Academy, we have a highly dedicated team of enthusiastic, skilled and supportive staff and an excellent parental and pupil community.

As we are sure that you will know, no one day is ever the same in school and this job will need you to be flexible and approachable. You will have experience in a diverse range of activities which may include finance, human resources or health and safety. You will be an integral part of the running of the office and directly work with a team of two others including a Finance Officer and Secretary.

The post is part-time (25 hours per week), timings can be discussed and decided with the right candidate. This is a term-time-only post including INSET days but may require some flexibility with specific days during the holidays.

We welcome tours and would direct you to our YouTube, Facebook and Website for a flavour of who we are. If you would like to chat with the Headteacher, please call the school on 01452 720257 and ask for Mr Osborne.

For an application pack, please e-mail vacancies@fcia.dgat.org.uk, visit our website or phone 01452 720257 option 4. We can only accept applications made on the school's official application form which is available from the website: <http://www.fieldcourt-inf.gloucs.sch.uk/infant-academy-information/vacancies.php>

Thank you for your interest in our school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

This position is subject to an enhanced DBS check.



Job Description

Main purpose of the job:

The following responsibilities should all be completed whilst working alongside members of the Diocese of Gloucester Academies Trust.

- At the direction of the Head teacher, Trust Finance Lead and Business and Operations Lead support the school's financial resource management, absence management, information management, human resources, facility and property management, and health and safety management.
- At the direction of the Head teacher support the safer recruitment process, including completing recruitment checklist and DBS applications, maintenance of registers for school visitors and contractors.
- At the direction of the Senior Leadership Team contact supply agencies to arrange cover within the school.
- With the help of the Central Trust Team input the required data onto Field Court C of E Infant Academy's financial and payroll systems, ensuring that all aspects of these systems are managed in accordance with agreed policies, timetables and tax regulations.
- Support the procurement, selection, management, maintenance, repair and safe keeping of resources, in line with the premises development plan and asset management plan, including regular audits. Prepare work specifications for tender, assist with the selection of contractors, and support the headteacher when reporting to the local governing board.
- At the direction of the headteacher implement the Trust policies and procedures, particularly the Finance policy.
- Support and liaise with the DGAT central finance and business and operations teams to control capital expenditure on buildings, grounds and ICT (alongside Finance Officer); supporting with the placing of contracts, and appointment and project management of contractors.
- At the direction of the headteacher maintain the insurance policy and schedule
- Explore options to gain letting and charitable/grants income for FCIA.
- Take an active role in compiling and implementing a premises development plan aligned with the Field Court C of E Infant Academy's asset management plan.
- Liaise with catering staff to ensure delivery of service.
- Assist DGAT central finance and business and operations teams with the planning and preparation of any building work; e.g. assisting in the preparation of outlining specifications, obtaining tenders, liaising with architects/project managers/sponsors, and ensuring that the build programme is carried out according to the budget and agreed plans as necessary.
- At the direction of the Headteacher; ensure compliance with all health and safety requirements including measures to be taken in the event of incidents/emergencies. This to also include clear communication to all staff and pupils as well as recording and reporting health and safety matters to the senior leadership team, the local governing board, DGAT central team and other agencies as required.
- Meet with and work alongside office staff to ensure efficient and effective running of the general office and reception area as one of the Field Court C of E Infant Academy's main points of public contact.
- Co-ordinate HR matters liaising with senior leadership on procedure and practice to ensure compliance with employment legislation and Field Court C of E Infant Academy policies, e.g. recruitment, discipline and grievance, absence management, contractual/pay matters and training logs
- Update the Single Central Record in line with DGAT policy



- Ensure Workforce Census is completed and returned accurately and in a timely fashion according to guidance from DfE
 - Represent the Field Court C of E Infant Academy at relevant meetings required by the headteacher
 - To undertake other duties and responsibilities as is reasonably directed by the headteacher.
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Duties and responsibilities

- Hold and articulate clear values and moral purpose, focus on providing a high-quality education for all pupils.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, trustees and members of the local community.
- Lead by example – with integrity, creativity, resilience, and clarity – drawing on your own scholarship, expertise and skills, and that of those around you.
- Sustain wide, current knowledge and understanding of education business management and Field Court C of E Infant Academy systems locally, nationally and globally, and pursue CPD.
- Support the headteacher in communicating a compelling Field Court C of E Infant Academy vision empowering all pupils and staff to flourish.
- Support the headteacher to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold all staff to account for their professional conduct and practice.
- Support the headteacher to establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame a self-regulating and self-improving Field Court C of E Infant Academy.
- Inspire and influence others – within and beyond the Field Court C of E Infant Academy – to believe in the fundamental importance of education in young people’s lives and to promote the value of education.

It is the practice of the Diocese of Gloucester Academies trust to review job descriptions annually to ensure that they relate to the role as they are being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in any such discussions and implementation.



Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> § Applicants must have 5 GCSEs (minimum grade C/4) including Maths and English or equivalent and ideally be working towards § Excellent numeracy, literacy and ICT skills. § Effective use of ICT and other specialist equipment/resources. § Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. 	<ul style="list-style-type: none"> § Relevant business qualification § Experience in working in a school setting
Skills and knowledge	<ul style="list-style-type: none"> § Ability to work independently § Ability to use own initiative 	
Personal Qualities	<ul style="list-style-type: none"> § Ability to use own initiative and work as part of a team § Reliable and trustworthy § Has a willingness to learn and continue their education. § Is looking to develop the skills and knowledge to further a career in finance. § Is reliable and punctual. 	
Other	<ul style="list-style-type: none"> § A commitment to uphold and promote equality of opportunity § Demonstrates an understanding of Safeguarding issues relevant to the post § A commitment to the vision, values and aims of the Trust 	



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty primary and one Infant school within the Trust. Twenty of the schools have Church of England schools designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support the Trust's academies, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR