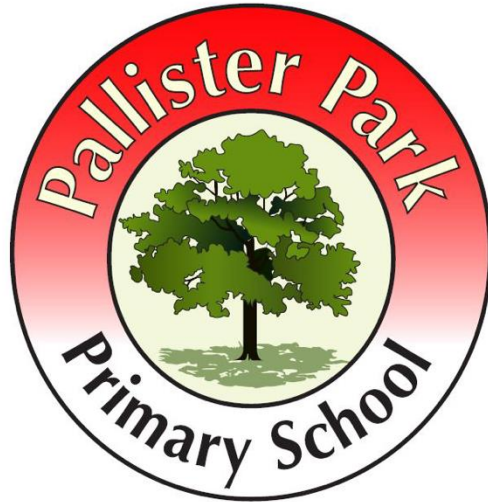


Recruitment Pack



Finance Officer

April 2025

Welcome from Our Children 1st MAT

Dear Applicant

Thank you for applying for a position to work at our Trust, which comprises of a single primary school that caters for over 630 children from 2 to 11 years of age.

At Our Children 1st we quite simply put children at the heart of everything we do. We work hard to give every child the very best start we can. We offer outstanding teaching and learning, exceptional care and support. We believe in fairness and equality of opportunity. We believe that every child has the right to an excellent education, irrespective of their background or the challenges they face.

All our staff, regardless of their role, work together to ensure we provide the best possible education and experiences for our children. We create a caring, supportive school where we strive to meet the individual needs of all our children and equip them for a successful future. We work hard to create a working environment that is supportive, fun and supports a work life balance.

Therefore, if you are successful, you will be joining a dedicated team who work hard to ensure our school is a welcoming, positive and exciting environment to belong to.

Enclosed in this pack you will find;

- Job Advert
- Job description and person specification
- Safeguarding information
- How to apply

The job application form is a separate document for you to complete and return to us.

Thank you again for your interest in our post, and good luck with your application.

Kind regards,

Heather Adams

Head Teacher

Job Advert

Post	NJC SCP 17-24 (Depending on skills/qualifications)
Grade	Grade H/I
Hours	Full Time (part-time will be considered)
Start Date	ASAP
Contract Type	Temporary 1 year – IN THE FIRST INSTANCE

Closing date for applications
Interviews will take place on

Wed. 30th April 2025
Wed. 6th May 2025

We require an experienced Finance Officer to join our Team.

The successful candidate will report directly to the CFOO.

This post would be most suitable to candidates with public sector/ local authority/ school experience.

Pallister Park Primary is an exciting and vibrant primary school where we all work together for the best interests of each individual child. We are an attachment and trauma informed school committed to creating an inclusive environment where every staff member and pupil feels valued and supported.

This is an excellent opportunity for the right person to join our team and become part of the Pallister Park school family.

Our motto is quite simply '**Work Hard, Play Hard**'.

The successful applicant will have a

- Proven experience in a finance/accounting role
- Experience of school/local authority procurement and financial management procedures
- Strong knowledge of financial systems and processes
- Experience with budget management and monitoring
- Excellent Excel and IT skills
- Strong attention to detail
- Ability to work independently and collaboratively

The working pattern will be negotiable, please state your preference in application.

We are very proud of our school and delighted to serve our community. Please visit our website and Facebook pages for an insight into what we are all about.

www.pallisterparkprimary.co.uk

JOB DESCRIPTION

Finance Officer

Applicants should be able to demonstrate the following skills and attributes:

THE ROLE OF THE FINANCE OFFICER

To make a major contribution to the successful management and administration of the academy by:

- Supporting the Finance and Operations leader in attaining aims and objectives by ensuring the effective operation of all aspects of the academy's finances; attending meetings as required and providing appropriate information
- Ensuring academy finance, systems and processes are up to date and maintained in line with the Trust's Financial Handbook, Trust's Financial Scheme of Delegation and the DfE Academy Handbook
- Support in managing the academy's budget and highlight budget constraints/issues as appropriate

Leadership and Strategy

- Provide support to the academy leadership team as required
- Plan and manage change in accordance with the academy's development/strategic plan
- Undertake quality assurance / Compliance audits
- Support Leadership Team in recruitment of staff and in managing associated employment procedures such as induction/appraisal/mentoring/sickness absence management for staff as appropriate

Finance

- Evaluate budget and financial information and present budget performance
- To regularly and actively monitor the agreed budget to ensure effective financial management. This includes preparation of half termly accounts.
- Support the CFOO in the effective management of financial administration procedures, including responsibility for compliance with the Trust's Financial Handbook, Trust's Financial Scheme of Delegation and the ESFA's Academy Trust Handbook
- Monitoring the monthly expenditure regularly
- Support with the management of the academies financial responsibilities relating to income and expenditure
- Manage Accounts payable and receivable
- Support with audit preparations

Personnel and Staffing (as directed)

- Support recruitment procedures for new staff including relevant employment checks
- Maintain and update confidential personnel database
- Process payroll information and liaise with external providers

Health, Safety & Accessibility

- To support the academy leadership team in proactively implementing the health and safety policy
- Ensure that all statutory testing is carried out annually or in accordance with policy

Administration

- Support the administrative function of the academy, including accurate record keeping
- Support the management of the academy's telephone and ICT administration facilities
- Monitor contract and SLA register
- Maintain maintenance records

- Comply with and assist with the development of academy policies and procedures as required by senior leadership team
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Any other duties consistent with the grading of the post and the needs of the business
- Be familiar with the General Data Protection Regulation (GDPR)

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to undertake additional training.

QUALIFICATIONS	
Relevant formal qualification e.g. business management, administration, finance	E
Good standard of education in English and Maths (GCSE grade C or above)	E
AAT / or equivalent	D
EXPERIENCE	
Experience of using and maintaining a range of management information systems (e.g. SIMS/Arbor)	D
Experience of using finance systems	D
Experience of payroll system and processes	D
Experience of setting and managing budgets	D
Line management and supervisory experience of designated staff	D
Experience of reporting to and working with senior leaders	D
Experience of working with a range of multi agencies	D
Experience of managing a diverse workload and conflicting deadlines	D
Experience of working in an education setting	D
Experience of managing organisational change	D
Experience of procurement including tenders and contracts	D
KNOWLEDGE AND SKILLS	
Budget management knowledge, ability to produce, analyse and evaluate financial information	E
Ability to negotiate contracts with suppliers to secure best value	E
Knowledge and understanding of health and safety procedures, premises management and compliance	D
Knowledge and understanding of finance systems and procedures	E
Excellent communication interpersonal skills	E
QUALITIES	
Ability to work as part of a team and independently	E
Ability to work accurately and methodically with attention to detail	E
Professionally assertive and ability to remain calm under pressure	E
Proactive, enthusiastic and has a positive mindset and attitude	E
Friendly with a 'can do' and solution focused attitude	E
Ability to maintain confidentiality and integrity	E
Committed to equality and diversity	E
Committed to CPD	E

– Essential D - Desirable

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

How to Apply

Our Children 1st Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Return your completed application to recruitment@oc1st.co.uk

If you are unable to submit an electronic application form, printed copies should be posted or hand delivered to Pallister Park Primary School, for the attention of Mrs Russell.

Please make sure we receive your application by **noon** on:

Wednesday 30th April 2025

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring an original form of identification, such as Drivers licence, Passport, photocopies will not be accepted.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

The format of the interview day will be outlined in the invitation for interview and usually involves a formal interview, activity with group of children and a written task, although this may vary depending on the requirements of the post at the time.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request information that we hold.

Safeguarding

Our Children 1st is committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children may be especially vulnerable to abuse e.g., those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who meets them has a role to play in identifying concerns, sharing information and taking prompt action.

Working Together to Safeguard Children DfE 2023

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2023'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current nor previous employment has involved working with children, your current employer will be asked about your suitability to work with children.