



**THE FOUNTAINS
HIGH SCHOOL**

ADMINISTRATIVE AND FINANCE ASSISTANT

GRADE: 03 (Point 03)

ACTUAL SALARY: £16,784

Contract: 37 hours per week, 41 weeks per year

Start Date: asap

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Administrative & Finance Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Fountains High School is a special school based in Burton upon Trent, catering for children aged from 11 to 19 with a wide variety of needs and disabilities.

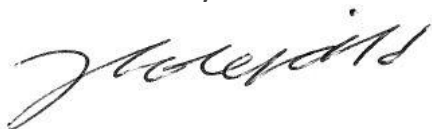
We are eager to appoint an enthusiastic individual who is keen to support our existing administration team at Fountains High School.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Kathryn Linstead on 01283 247580, via email to officehigh@fountains.staffs.sch.uk or visit our website at www.esteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 3 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.



Welcome from the Executive Headteacher



Dear applicant,

Thank you for your interest in the post of Administrative & Finance Assistant at Fountains High School. It is with great pride that I welcome you to our schools. There is something very special about Fountains High School and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and fun place to learn and prepare for adulthood.

We are proud to provide an environment that enables all students to have the knowledge, skills and aptitude that provide the capacity to make informed choices, create opportunities and be responsive to changes. We ensure students develop and increase their self-belief, self-awareness and the ability to build strong lasting relationships. We provide students with the appropriate amount of challenge to support them to be able to interpret, interact and be included in the world. They are always encouraged to seek out opportunities for kindness and happiness for others and themselves. Our students become resilient in the face of adversity, willing to accept the challenge and persist in all endeavours they encounter, fostering, exhibiting and conveying GRIT.

Take some time to have a look around our website or better still, arrange a visit to see us in person. More information can also be found on our Facebook, Twitter and Instagram accounts.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil this role. The closing date for applications is Wednesday 02 December 2021 at midday.

Interviews will be held on 09 December 2021. I look forward to meeting you.

Kind regards

Mr Gareth Allen
Executive Headteacher
Fountains High School and South Derbyshire Support Centre

About Fountains High School

Fountains High School (FHS) is a generic special school within the Esteem Multi Academy Trust situated in Stretton, Burton Upon Trent. Staffordshire County Council (SCC) currently commission 190 places for pupils aged 11-19, with Education, Health and Care (EHC) plans. Pupil numbers have grown substantially from 126 places in 2011-12, due to high demand for places. Fountains High School is presently oversubscribed with over 200 pupils on roll including 55 post-16 students based at Burton and South Derbyshire College (BSDC) campus.

Approximately one third of our students have a primary need of Autistic Spectrum Disorder, a further third with moderate learning difficulties and a quarter with severe learning difficulties. The remaining students have profound and multiple disabilities, and in addition to their learning difficulties, some have speech, language and communication needs, physical disabilities and visual impairments.

All of our students have unique needs, personalities and potentials and so it is only right that we provide our students with a personalised curriculum that allows them all the possibilities of progressing and success.

Most students follow either 'ACCESS to the World' Curriculum or 'SHINE in the World' Curriculum that prepares them for the next stage of their life. These curricula form the basis of a student's timetable and allow all students to always achieve their potential.

About South Derbyshire Support Centre

South Derbyshire Support Centre (SDSC) is an Alternative Provision Academy based in Newhall, South Derbyshire, providing education for pupils who are at risk of permanent exclusion, or who have been permanently excluded from mainstream schools. There are 26 students on role with a third having Educational Health Care Plans and the remainder having a variety of special education needs. We also work with local primary and secondary schools to offer short term placements as a prevention to permanent exclusion.

The vision for the South Derbyshire Support Centre is to create a first class, holistic educational establishment that re-engages vulnerable children back in to learning. We wholeheartedly believe that the most vulnerable young people in our community deserve to have the same high standards of education as their peers. Our aim is to equip every child with the necessary knowledge and skills to enable successful integration back into mainstream education or for our Key Stage 4 pupils, to successfully transition into education, training or employment.

Further information about our academies can be found on the websites at

<https://www.fountainsfederation.co.uk>

<https://www.sdsc.derbyshire.sch.uk>

The advertisement

Job Title: Administrative & Finance Assistant

Location: Fountains High School, Bitham Lane, Stretton, Burton upon Trent, DE13 0HB

Grade/Scale: Grade 03 (Point 03) Actual Salary £16,784

Start date: asap

Contract: 37 hours per week, 41 weeks per year (Term Time Only + 2)

Fountains High School is a special school based in Burton upon Trent, catering for children aged from 11 to 19 with a wide variety of needs and disabilities.

We are seeking an enthusiastic Administrative & Finance Assistant with good knowledge of ICT packages and financial procedures. Reporting to the School Business Manager, the ideal candidate will have an NVQ Level 2 or equivalent in Business and Administration, be keen to learn and able to support existing staff in our busy office. School office experience would be desirable although not essential.

Benefits include: LGPS Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Kathryn Linstead, School Business Manager on 01283 247590, via email to officehigh@fountains.staffs.sch.uk or visit our website at www.esteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 02 December 2021 (midday)

Interview date: 09 December 2021

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Job description and person specification

Job Description: Administrative & Finance Assistant Esteem Multi-Academy Trust

Post Title:		Administrative & Finance Assistant
Location:		Fountains High School, Bitham Lane, Stretton, Burton upon Trent, DE13 0HB
Purpose:		<ul style="list-style-type: none"> To support existing personnel in our busy school office.
Reporting to:		School Business Manager
Responsible for:		Administrative and financial support
Liaising with:		School Business Manager and existing office staff
Working Time:		37 hours per week, 41 Weeks per year (Term Time Only + 2)
Salary/Grade:		Grade 03 (Point 03) Actual Salary £16,784
Disclosure level		Enhanced

PRINCIPLE RESPONSIBILITIES

To Achieve the Above	<p>Support for Financial Administration</p> <ul style="list-style-type: none"> Advise staff and others on ordering goods and services to obtain best value and value for money. Research and negotiate with suppliers to obtain best value and value for money, using catalogues, websites etc. Enter authorised official orders onto the school accounting system. • Receive deliveries of goods and organise onwards dispatch to correct recipient/location. Organise returns of unsuitable goods. Investigate and resolve queries relating to wrong deliveries/incomplete orders with departments and suppliers. Enter non-order invoices onto the school accounting system. Liaise with Joint Finance Unit. <p>Support to the organisation</p> <ul style="list-style-type: none"> Contribute to the organisation of support service systems/procedures/policies. Provide personal, administrative and organisational support to other staff. <p>Support to the Organisation</p> <ul style="list-style-type: none"> Provide routine clerical support e.g. photocopying, filing, faxing, emailing, completing routine forms. Maintain manual and computerised records/management information
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		<p>systems and respond to queries.</p> <ul style="list-style-type: none"> • Undertake routine typing, word-processing on an adhoc basis. • Operate relevant office equipment/complex ICT packages. • Undertake research and obtain information to inform decisions. • Undertake administration of complex procedures. • Monitor and manage stock for Administration Department, cataloguing resources and undertaking audits as required. <p>Support to the School (this list is not exhaustive and should reflect the ethos of the school)</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of, support and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required • Demonstrate, give advice & guidance to, or train other employees, students or trainees on own duties.
Other Generic Responsibilities:		
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 		
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

Person Specification: Administrative & Finance Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline Good basic knowledge of financial procedures
Desirable		<ul style="list-style-type: none"> Experience of working in a busy school office Participate in development and training opportunities. Willingness to support pupils with special educational needs.
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> Effective use of ICT packages Ability to use relevant equipment/resources Good keyboard skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to work constructively as part of a team Ability to relate well to children and to adults Good organising, planning and prioritising skills Methodical with a good attention to detail
Desirable		<ul style="list-style-type: none"> To be discussed at interview
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2020' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

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, either paid or voluntary, your current employer will be asked about disciplinary offences, 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 or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at www.esteemmat.co.uk/jointheteam or you can email officehigh@fountains.staffs.sch.uk to request a copy. Please specify the job vacancy for which you wish to apply.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 02 December 2021 (midday)

Interview date: 09 December 2021

Completed application forms can be returned electronically to the HR team via email to officehigh@fountains.staffs.sch.uk

If you wish to submit your application form by post, please return it to the following address:

Private & Confidential: Kath Linstead, Fountains High School, Bitham Lane, Stretton, Burton upon Trent, DE13 0HB