



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER





Dear Applicant

I'm delighted that you are interested in the position we have available at Court Fields School and joining the Blackdown Education Partnership. Visitors to Court Fields School always comment on our warm, friendly and purposeful learning environment. We pride ourselves on our excellent pastoral care, our varied programme of enrichment and extra-curricular activities, our outstanding relationships with each student, our broad and ambitious curriculum and the cohesion within our staff team. Though our significant school development in the last 4 years, we have worked tirelessly with students, parents, staff and the wider community to build a positive, inclusive and aspirational environment for all our stakeholders.

We are looking to appoint a Finance Assistant at Court Fields School. The successful candidate will join a thriving department within our wider staff team. We value diversity and richness in our schools and welcome applications from those with experience in an education setting or with applicable industry experience. You will join a team who are absolutely focussed on the ongoing development of our school and increasing the life chances of our current and future students.

On a personal note, it is a pleasure and privilege to work with our students and with our staff. This is, without doubt, the best team of people I have ever worked with. Our staff are invested in educating our young people, so that they leave us ready for the challenges of the future and equipped to make a difference in the world. We need those who join us to share these very high expectations of themselves and those they work with. I look forward to hearing from you, understanding how you can complement our team and inspire our children.

Yours sincerely

Mrs Polly Matthews
Headteacher

The Opportunity



COURT FIELDS SCHOOL

Mantle Street, Wellington, TA21 8SW

FINANCE ASSISTANT

Starting September 2024

15 hours per week, Wednesday and Thursday

39 weeks per year

Grade 14, Point 4 (£23,114 - £23,893 FTE)

Actual salary £8,024

We are looking to recruit a part time member of staff as part of an existing job share, to join our busy finance team. You will need to work well within a team and have excellent numerical and communication skills. Previous experience of working in a school and using finance accounting systems will be a significant advantage.

Court Fields' staff and students are committed to improving rapidly to be a great school where every child, regardless of background, achieves well, feels they belong to our community and fully participates in school life to develop character and the resilience to succeed.

Closing date: 9am Friday 12th July 2024

Provisional Interview date: week commencing 15th July 2024

Blackdown Education Partnership is committed to safeguarding and promoting welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.

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Job Description & Person Specification



Job Title:	Finance Assistant
Location:	Court Fields School
Responsible to:	School Business Manager
Salary Grade:	Grade 14, point 4 (£23,114 - £23,893 FTE) Actual salary £8,024
Hours:	15 hours per week, Wednesday and Thursday, 39 weeks per year

Key Purpose of job:

The main purpose of this role is to support the School Business Manager to ensure effective and efficient management of the processes within the school finance department.

Roles and Responsibilities:

To work with the School Business Manager to ensure that the Finance Policy for the Trust is adhered to. Work with the following current and historic accounting systems:

- Hoge
- Bromcom
- Scopay

Purchasing:

- Process orders ensuring correct authorisation and value for money.
- Chase overdue deliveries and process returns, ensuring any refunds are received and applied.
- Check delivery notes against orders and ensure these agree with invoices received from the supplier.
- Process all invoices to the terms agreed with the supplier.
- Check statements from suppliers against invoices received, to identify and resolve discrepancies.
- Enter invoices on the finance system.
- Process payments to suppliers using cheque or BACS.
- Filing, marking and storing of invoices.
- Process charge card orders according to the finance policy.
- Reconcile charge card statements monthly.
- Refer any queries to the School Business Manager.

Income:

- Issue receipts for monies received.
- Recording trip/sales income on Tucasi.
- Count monies raised by school for different initiatives and prepare for banking.
- Process refunds in Tucasi.

Petty Cash:

- Administer petty cash reimbursements ensuring correct authorisation is obtained.
- Complete monthly reconciliation of petty cash; refer queries to the School Business Manager.

Payroll:

- Apply codes and prepare claim forms, according to deadlines set by the payroll provider.
- Upload documents to the payroll provider.

Additional Duties:

- This role is part of an existing job share, so responsibilities and tasks will be shared.
- As the school is part of the Blackdown Education Partnership, you may on occasion be required to complete work for other schools in the Trust, which could be at an alternative location.
- To complete any other tasks as directed by the School Business Manager or Headteacher.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.



We believe in the potential of every child

OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

Our Schools



UFFCULME PRIMARY SCHOOL



BELIEF IN EVERY CHILD



LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



