



St. Peter's CE Primary Academy

Finance Officer with local responsibility for Health and Safety

Grade 7 £27,803 - £31,364 (Full Time, Whole Year Equivalent)

PERMANENT 37 hours per week

Term Time + INSET + 3 weeks (42 weeks worked)

1st April 2024 (or sooner if possible)

St. Peter's is located in the former mining town of Hednesford and is placed on the edge of the Hednesford Hills Area of Outstanding Natural Beauty. The academy caters for pupils from the age of 3 to 11, as well as having its own on-site Keystones before and after school club. St. Peter's CE Primary Academy is part of Future Generation Trust, a growing Trust of primary phase academies in Staffordshire.

FGT aims to create a strong positive culture in all of its academies in which valuable life skills will be delivered. Quality teaching, built upon a foundation of care and support will lead to high levels of attainment, achievement and confidence, self-esteem and a love of learning.

St. Peter's is a thriving and inclusive learning community of over 440 pupils. Our motto is 'Reach for the Sky' and pupils are placed at the forefront of every experience and decision in school. The Academy is a two-form entry school which provides exciting and inspirational learning for children aged from Rising 3s Nursery to Year 6. Our academy community is a happy, welcoming and nurturing place where each pupil is known individually, encouraged to thrive and developed into confident, caring and active citizens. Effective relationships are at the heart of all that we do at St. Peter's. Every child is encouraged to 'Reach for the Sky' in all they do, focusing on five key characteristics which will enable them to be successful in their learning and in their futures. These are: resilience in the face of challenge; excellence in all they do, ambition for their future selves; captivated by a love learning; happy, helpful and ready to contribute.

*St Peter's is a happy and welcoming school. An inclusive ethos permeates the whole school environment.
Ofsted, December 2022*

Following the retirement of a long-standing member of our office team, the governing board are seeking to appoint a dynamic, resourceful and organised Finance Officer who will lead on local financial management, as well as taking responsibility for local arrangements in regards to Health and Safety. The successful candidate will work closely with the Headteacher, school stakeholders and the Future Generation Trust Central Team to enable the academy to achieve its long-term development goals, ensuring financial prudence and prioritising educational outcomes for our pupils.

Overview of duties and responsibilities for the post

- Updating and submitting EEF funding through the Early Years Portal
- Overseeing payments and debts, including direct work with parents and organisations
- Ordering and procurement for the academy

St. Peter's Primary Academy is part of Future Generation Trust
In the future generation we trust!

This job involves working with children and is therefore subject to an advance disclosure check through the confidential process administered by the Disclosure & Barring Service. A conviction may not exclude candidates from the job, but it will be considered as part of the recruitment process. Should candidates be invited to interview, they must be willing to sign a self-declaration form to obtain information regarding staff disqualification, in line with the Childcare Act 2006.

Our academy is committed to safeguarding and promoting the welfare of all children and young people and expects staff to share this commitment.



- Sorting and recording goods received
- Managing the payment system for school services: currently using School Money
- Oversee income from Childcare Vouchers and payments
- Recording staff absences and extra hours worked
- Local access to, and organisation of, personnel records and files, including some HR record keeping and the Single Central Record
- Completing the Trust monthly return and submitting the workforce census to the DfE
- Act as the Health and Safety lead for the academy, including statutory reporting, updates to policies and procedures and ensuring compliance with legislation, at the direction of the FGT Central Team and the Staffordshire County Council Health, Safety and Wellbeing Team.
- Meet expectations and processes for external audits of finance and for Health and Safety.

The school's motto, 'Reach for the Sky', captures leaders' ambition for pupils. This is realised through pupils' persistence, resilience and determination in their work. Pupils strive to do their best and are proud of their school. Ofsted, December 2022

It is strongly recommended that potential candidates arrange a visit to the academy and discuss the role with the Headteacher, Will Stevens. Visits will take place during week commencing 19th February 2024 and can be arranged by emailing headteacher@stpetersprimary.academy

Applications should be emailed to Will Stevens, Headteacher at headteacher@stpetersprimary.academy. Please ensure all application forms are signed.

Closing date: 9am on Friday 23rd February 2024

Candidates selected for interview will be notified on: Monday 26th February 2024

Interviews: Thursday 29th February 2024— prior to interview, references will be requested

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Reservoir Road, Hednesford, WS12 1BE

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