



FUTURE GENERATION TRUST APPLICATION PACK

Finance Officer with local responsibility for Health & Safety

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

Permanent

37 hours per week

Term time + inset days + 3 weeks (42 weeks worked)

Start date 1st April 2024

www.futuregenerationtrust.co.uk



**In the future
generation
we trust**



CONTENTS

The Academy 4

The Role 5

Welcome from the CEO 6

Future Generation Trust 7

Our Academies 8

Benefits of Working for FGT 9

Job Profile 10

Person Specification 12

How to Apply 13

Application and Selection Process 14

Safer Recruitment 15

THE ACADEMY

St. Peter's Primary Academy 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. Pupil numbers have risen to over 450 pupils on roll, reflecting growing confidence in the academy's provision through the pandemic years.

Our academy boasts bright, attractive and purposeful learning environments, all fitted with UHD Touchscreen interactive boards and supportive learning resources. There is also plenty of outdoor space and the Outdoor Classroom with wildflower meadow is the focal point for our learning beyond the classroom.

The academy became part of Future Generation Trust in 2018 and new leadership has been in place since 2019. In our recent Ofsted inspection, the academy was judged 'good' in all areas, with particular praise for our friendly, inclusive ethos as well as our ambitious curriculum. Leaders, including governors, work closely with the MAT Central Team and partner academies to continue to drive the school forward by promoting pupil experiences and outcomes, developing staff professional practice and a commitment to collaboration at all levels.



THE ROLE

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 Days + 3 weeks (42 weeks worked)
1st April 2024 (or sooner if possible)

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
- 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.
-

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: Friday 23rd February 2024 at 9am

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

Interviews: Thursday 29th February 2024

Prior to interview, references will be requested

WELCOME FROM CEO



Stuart Ayres, Chief Executive Officer

There are many models of MATs in existence but principally FGT is built upon a team approach and a determination to be as effective as it can possibly be. Everyone within our Trust has a significant part to play as we collaboratively deliver a high quality education. We can only achieve this goal through the sheer professionalism and talent that is evident in our leaders, teachers, support staff, governors and trustees.

Ultimately FGT Academies aim to be extremely positive places to work where pupils can learn, live and grow. We strive for happy, cared for staff and happy, cared for pupils. In this way we can play our part in supporting the development of successful, smiling people of the future generation.

FUTURE GENERATION TRUST

Future Generation Trust (FGT) was established in 2015. It now comprises of 5 primary academies, all in Staffordshire, educating a total exceeding 1800 pupils. From our inauguration we have followed a carefully considered developmental and growth plan ensuring that adequate support and capacity is in place before adding each additional academy. Our over-arching strategy has a clear focus upon primary phase only academies and a goal to have them all judged by Ofsted as being at least 'Good'. All our academies are notionally within a 30 minute commute of each other. The academies are supported by a Central Team based at the FGT office on the St. John's site. The small team offers 360 degree support and strategic direction.

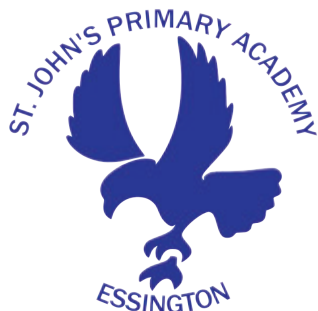
They provide:

- educational advice
- financial guidance and practical administration
- estate management and property compliance
- governance support

Future Generation Trust continually strives for excellence. We aim to:-

- Develop confidence, high self-esteem and a love of learning in all our pupils.
- Promote respect of others and help them understand diversity and value everyone.
- Foster tolerance, resilience, perseverance and independence.
- Support the teams at each individual academy to achieve these goals.

OUR ACADEMIES



Our academies are committed to developing qualities and skills in pupils that will enable them to have happy and successful adult lives. A clear focus upon enjoyment, participation and high achievement aims to create a strong foundation in pupils that will allow them to move forward with purpose and belief. We relish the huge responsibility of helping shape the future generation.

BENEFITS OF WORKING FOR FUTURE GENERATION TRUST



Opportunities for all

Opportunities for professional learning and development.



Pension Scheme

Local Government Pension Scheme for professional support staff and Teachers Pension Scheme for teachers.



Fair pay and competitive benefits

Our pay and benefits are competitive and fair.



Free Childcare

Free before and after school childcare provision for all staff across all academies, during your hours of work.

JOB PROFILE

Statement of Purpose

To organise and deliver effective financial systems within the academy, and in line with Future Generation Trust financial regulations and expectations.

Under the guidance and direction of the Headteacher and the Future Generation Trust Central Team, to be responsible for the efficient and effective day-to-day operation of premises management and Health & Safety at the Academy.

Reporting Relationships

Responsible to: Headteacher

Line manager for: Administration staff (up to five staff)

Supporting Financial Management

- Management and efficient operation of the school's accounting function according to agreed procedures.
- Provide financial management information to and directly advise the SMT.
- Monitor accounting procedures and resolve any problems, including the ordering, processing and payment for all goods and services provided to the academy; collection of fees and other dues, and recovery of bad debts.
- To be involved in projects that relate to finance: obtaining quotes, advising staff of best value.
- Organise lettings and hire of academy facilities, in discussion with the Headteacher.

Supporting for Financial Administration

- Undertake all the schools accounting systems:
 - Ordering, processing and payment of all goods and services.
 - Preparation of invoices.
 - Collection of fees and other dues.
 - Recovery of bad debts in relation to all school accounts and income streams.
- Monitor closely all financial records.
- Liaise with Future Generation Trust Finance and HR staff, as well as outside agencies and companies.
- Monitor and record all monies for school trips and ensure accounts balance. This includes arranging money movers as payment for trips abroad, ensuring documentation is completed and submitted.
- Help manage the school lettings arrangements.

JOB PROFILE

Support for Health & Safety

- To act as the Health & Safety Co-ordinator for the Academy, offering advice on health, safety, wellbeing and risk management; seeking additional guidance from the FGT Central Team as and when required.
- To populate the FGT Health, Safety & Wellbeing Policy template with site specific information, as directed by the Headteacher.
- In consultation with colleagues, to update the Business Continuity Plan for the Academy as required.
- To contribute to and monitor the implementation of the Academy's Health & Safety Forward Plan.
- To produce an Annual Health & Safety Report to Governors.
- To oversee the scheduled review of risk assessments at the Academy and to conduct additional risk assessments as required.
- To undertake an annual review of the Academy's Fire Risk Assessment and to organise termly fire evacuation drills.
- To ensure the timely reporting and investigation of all accidents and incidents and to proactively use 'near misses' to prevent future potential accidents.

Support Premises Management

- To ensure that statutory service and inspection records are kept up to date by the site team.
- To liaise with contractors providing services to the Academy

Support for Administrative Management

- To ensure that local HR records, attendance/absence records, personnel files and the Single Central Record are kept up to date, compliant with legal expectations and are well-organised.
- To contribute to annual planning with regard to premises management and Health & Safety.
- Use and manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Assist with procurement.
- Complete and submit complex forms, returns etc., including those to outside agencies.
- To provide the Headteacher with a termly report on premises management and Health & Safety, for them to present to the Local Governing Body.

Line Management

- Line management responsibility of up to five members of support staff.
- Liaise between managers/ teaching staff and support staff.
- Hold regular team meetings with support staff.
- Undertake recruitment/induction/ appraisal /training/mentoring of other staff.

Supporting General Administration

- Undertake general clerical duties as and when necessary e.g. switchboard, reception duties.

Support to Academy (This list is not exhaustive and should reflect the ethos of the academy)

- To lead by example.
- 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.
- 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.
- Assist with pupil needs as appropriate during the school day

PERSON SPECIFICATION

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Several years experience working in an office environment at a senior level. • Experience of facility/operational management. • Experience of managing Health & Safety in the work place. • Management experience. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • AAT intermediate, NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline; NVQ Level 3 Operational Management / Health & Safety experience is desirable but not essential 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Effective use of ICT and other specialist equipment. • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Technical knowledge of statutory Health & Safety regulations. • Very good ICT skills. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Ability to relate well to children and to adults. • Methodical with good attention to detail. • Excellent communication skills. • Good organisation skills. • Ability to prioritise effectively. • Good presentational skills. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Builds personal relationships with stakeholders, through regular contact and consultation. • Understands the Academy's development plan and how it relates to team and individual objectives. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges <p>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</p>	AF/I

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- 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 and
- Attitudes to use of authority and maintaining discipline.

HOW TO APPLY

Application documents

Full information, and all supporting documents for this vacancy can be found on the Academy/ Trust's website vacancy pages.

www.stpeters-keys.com/vacancies

www.futuregenerationtrust.co.uk/vacancies.

Applying for this role

The closing date for all applications is Friday 23rd February 2024 at 9am

Interviews are scheduled for Thursday 29th February 2024.

Only fully completed and signed, application forms will be submitted for shortlisting. Please complete the application form in full ensuring you have provided true and accurate information. CV's will not be accepted. You should also return a completed recruitment and monitoring form with your application.

Once you have applied

If you have not received an invite to interview 10 days after the closing date of the vacancy you can assume you have not been successful in being shortlisted on this occasion.

Safeguarding

All vacancies are subject to an enhanced criminal records check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application.

It is an offence to apply for any role with FGT if you are barred from engaging in regulated activity with children.

APPLICATION AND SELECTION PROCESS

We will:



Information

Provide you with clear, accurate and timely information.



Questions

Give you the opportunity to ask questions.



Respond

Respond to enquiries promptly.



Fair

Adopt a fair and consistent assessment process.



Offers

Make sure all offers are fair and equitable.

In return we will ask that you:



Honest

Be honest and upfront about your experience, goals and aspirations.



Accurate

Provide open and accurate information when submitting your application.



Prepare

Prepare yourself for the interview and research who we are and how we work.

SAFER RECRUITMENT & EQUAL OPPORTUNITIES

Safer Recruitment in Education Information for applicants.

Right to Work in the UK

The Immigration, Asylum and Nationality Act 2006, make employers responsible for evidencing that all employees have proven their right to work in the United Kingdom. To evidence your right to work in the UK, you will need to provide appropriate documentation prior to recruitment using a right to work checklist.

Fitness for Work (Medical Clearance) and DBS Checks

All posts are subject to medical clearance and an enhanced DBS check.

References

Full details on the references which will be required can be found within the Future Generation Trust application form.

Equal Opportunities

The academy aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purpose, only when relevant.





St Peter's CE Primary Academy

Reservoir Road
Hednesford
WS12 1BE

01543 227205
office@stpetersprimary.academy

www.futuregenerationtrust.co.uk