



# Walkwood

Church of England  Middle School



Recruitment information:

## Finance Assistant / Officer



“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”

2 Corinthians 15: 58

“The vision, in line with the Church of England’s role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings.”

*Deeply Christian, Serving the Common Good, 2016*

“The core purpose of any Church school is to maximise the learning potential of every pupil within the love of God.”

*SIAMS (Statutory Inspection of Anglican and Methodist Schools) 2012*



## Finance Assistant / Officer

37 hours per week, 5 days a week, Term time only plus the 5 Inset days, and four mornings during the school holidays as agreed with the School Business Leader  
Also, we would welcome applications from individuals looking to explore flexible working hours.

Grade: Grade 3 or 4  
Salary: £ 19,312 - £ 21,748 pro rata  
Grade: Grade 5 (for a suitably qualified candidate)  
Salary: £ 22,183 - £ 24,491 pro rata

Dear Candidate,

Thank you for taking time to consider applying for the post of Finance Assistant / Officer at Walkwood Church of England Middle School.

Walkwood is a school that has clear values that are taught within all lessons alongside the subject knowledge and associated skills. Therefore, we are seeking a colleague who will uphold our school values (the Fruits of Faith – see below), and who also believes that each individual pupil deserves high-level pastoral care.

The inclusive vision of the school ensures that all children are supported in their personal well-being and academic achievement. *SIAMS, 2017*

The school has an impressive climate for learning. Pupils' contributions in lessons are often thoughtful, sensitive and articulate. *Ofsted 2018*

Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with great emphasis placed on subject specialisms. We are a school that cares for its children and staff, and are seeking an appointment for someone who will help sustain this approach.

We are looking for a Finance Assistant / Officer who will enjoy working in a team environment and demonstrate the ability to establish good working relationships with pupils, acting as a role model.

Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

Should you read the information and consider that you match our criteria, do progress to making an application. A standard application form must be completed, and this is downloadable from the school website. Please send your document to [recruitment@walkwoodms.worcs.sch.uk](mailto:recruitment@walkwoodms.worcs.sch.uk) by **9.00am** on **3 October 2022**. Short-listed candidates will be contacted soon after this date. I regret that feedback to unsuccessful applicants will be limited to those who are called for interview.

Yours sincerely,  
Rev. Clive Leach  
Principal



## School Context

*“I appointed you to go and bear fruit, fruit that will last, so that the Father will give you whatever you ask him in my name.”*

*John 15: 16*



*“God blesses those people who are like trees growing beside a stream, trees that produce fruit in season and always have leaves.”*

*Psalms 1: 3*

## Principles and purpose

At Walkwood Church of England Middle School we:

- Hold each child as precious
- Support the development of good character
- Seek for the best rates of academic progress
- Engender care, happiness & love

At Walkwood Church of England Middle School our purpose continues to be for pupils to:

- develop a deep desire to learn, engaging with the roots of the learning process;
- cultivate values that will shape their living both within and without the school;
- experience awe and wonder, and consider both spiritual and human dimensions.

Borrowing an adage from St. Irenaeus: “The glory of God is a human being fully alive!”

## Vision and Values

The school has been an established Christian community for an extended period, being welcoming and friendly, with pupils who are expected to behave and be eager to learn. Those pupils who find this a challenge are fully supported through highly functioning classroom practitioners and well-developed pastoral support.

### Walkwood Way

#### **‘Love to Learn; Learn to Live; Live to Love’**

Our aim is that all children attending the school will become life-long learners who are curious about the world around them and are creative in their exploits while caring for others and themselves. We seek to enable our pupils to make informed choices, becoming increasingly independent and playing their part in the community. We offer pupils a spiritual dimension that is distinctively Christian, and honours other faiths and those people who profess no faith.

We aim to inspire every child – whatever their abilities – to achieve their very best, and make a valuable contribution to the Walkwood community. We want our pupils to [love to learn](#).



Our school is not just about knowledge, it is also about skills. It's about inspiring children to look at the world differently, and about challenging them to be fascinated by lessons and subjects. In this way, we encourage our pupils to **learn to live**, preparing them for an adult life in a changing world, and as such we seek to equip our children for the future. Our 'Learning Superheroes' allow teachers to hone pupils' learning skills. We want pupils to excel in school... and in later life.

As a Church of England school, we are fully inclusive of all faiths and beliefs. While Christian principles underpin all of the school's values, we know that these morals are shared by many faiths. We look for our pupils to take into their lives beyond our school an outlook that allows them **to live to love** the experiences, people and spirituality that they encounter.

### Walkwood values

Our core values are expressed in the Fruits of Faith, which are ten values that have their roots in Christian tradition. However, we believe that devotees of other faiths, or those who express no faith commitment, are able to agree upon the definitions and implementation of these values within a shared community. These fruits are used as part of worship, and are also within lessons.



### Walkwood pupils

Our Christian ethos, embedded in all aspects of school life, ensures that every child will know what it is to be cared for and valued. All pupils receive the very best education and an equal opportunity to learn and achieve academically, socially and spiritually. We know that enthusiastic, happy, confident children are most likely to persevere and work to the best of their ability. We aim to build upon this and foster a love of learning in all children. Our Fruits of Faith and Superhero Thinking Skills form a firm foundation to school life where children are encouraged to develop independent learning skills, be thoughtful and take responsibility for their actions.

### Walkwood staff



We set high aspirations for all our pupils, both academically and socially, as well as allowing pupils to consider the spiritual dimension. Therefore, we have high expectations. Christian values lie at the heart of our work and we aim to provide a broad, rich, stimulating education to develop a thirst for learning in all children. We aim to challenge all our children to raise their standards and support them in that challenge, encouraging them to become reflective, resilient learners. Firm and fair discipline, based upon Christian values, is vital in creating an environment in which all children can flourish. We aim to make every child feel positive about their learning and achievements and our role as staff in school is to care, encourage and listen as well as to teach.

## Walkwood community

Our Fruits of Faith were developed as a Christian expression of the nature of the school, but also to define the characteristics of an interconnected community. These values are part of teachers' planning, as well as part of decision making by the Senior Leadership Team and Governors. We wish for our pupils to be aware of their role in the wider world, open their eyes to the diversity within it, celebrating the richness of human experience and the potential of divine expression.

## Superhero skills

### Independent Enquirer

Explore and analyse information  
 Draw conclusions from evidence  
 Use reasoned arguments with key words



### Reflective Learner

Assess self and others honestly  
 Review progress and know 'next steps'  
 Accept praise and learn from setbacks



### Self Manager

Search for solutions before asking for help  
 Manage own emotions  
 Use time and equipment well



### Team Worker

Collaborate with others  
 Engage in a variety of roles  
 Provide helpful and supportive feedback



### Effective Participant

Take a full part in learning  
 Influence others in a positive way  
 Identify improvements and express these thoughtfully



### Creative Thinker

Ask questions which extend thinking  
 Connect own and others' ideas  
 Adapt thinking and try alternatives



### Information Retriever

Articulate information from prior lessons  
 Apply retained information to new learning  
 Retrieve information from a source



## Job description

- Purpose:** The job holder will be involved in all financial transactions relating to the school, liaising with relevant staff and ensuring regularity, propriety and value for money in the organisation's activities.
- Reporting to:** School Business Leader
- Hours of work:** Monday to Friday, 37 hours per week, Term time only plus 5 Inset days and four mornings during the school holidays as agreed with the School Business Leader
- Remuneration:** From £19,312 per annum pro rata

This job description forms part of the contract of employment. It is an outline of the main duties and responsibilities expected of the role and it is not a definitive list.

### Responsibilities and Tasks:

- Ensure that all financial transactions are processed accurately and timely within the Trust's finance and accounting system and are maintained in line with financial regulations, policies and procedures.
- Maintain accurate financial records for budget monitoring and tax related purposes;
- Manage financial related tasks such as raising purchase orders, arranging payment of supplier invoices, and ensuring that all transactions are signed off by the correct budget holder;
- Process cash and prepare for depositing at the bank;
- Support the Business Leader in relation to any special projects such as CIF funding obtained for large building works;
- Assist the Business Leader in the preparation of tenders;
- Prepare debtor invoices in a timely manner and according to agreed contractual requirements;
- Place orders with suppliers and liaise with them as required;
- Undertake monthly reconciliations, checking income and expenditure and investigating any anomalies;
- Produce reports for the Business Leader as required;
- Work closely with the Principal, particularly to obtain electronic sign-off of transactions input to the finance system;
- Understand and react to the threats posed by cybercrime and ensure strategies are in place to avoid any associated risks;
- Monitor lettings and liaise with debtors as required;
- Liaise with trip leaders and book coaches etc. as necessary;
- Ensure appropriate data / information is input to Xero and Arbor and ensure that data is handled in a strictly private and confidential manner, according to data protection principles.
- Adhere to and maintain school routines and codes of conduct;
- Carry out other reasonable duties for short periods to enable school operations to function;



- Attend relevant courses as and when required, e.g. safeguarding, finance training etc.
- Assist in keeping the asset register up-to-date;
- Assisting in the compilation of reports to the Governing Body;
- Report any pupil concerns to relevant staff members.

## Personal qualities

- Work in a calm and professional way;
- Be an effective communicator to employees, Parents/Carers, visitors, accountants etc. in relation to financial aspects;
- Have an excellent telephone manner, be confident in using excel, word and possess good interpersonal and written skills;
- Be highly organised, hard-working and committed and be keen to work in a very busy school environment;
- Be attentive to detail and work accurately;
- Be able to use excel spreadsheets, for example to monitor trip income and regularly reconcile to Parentpay;
- Preferably have knowledge of the Xero finance system, Parentpay, cashless catering, Arbor, emails and Edupay system;
- Have the ability and knowledge of the use of journals, accruals and year-end financial processes;
- Be confident with handling a range of financial and numerical data;
- Be IT literate and have the ability to learn new systems and have the willingness to actively seek innovative ways to better utilise technology;
- Be highly organised, hard-working and committed;
- Be adaptable to change;
- Be prepared to stand-in to support other school operational needs which put children first.

## Other duties and responsibilities

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position and grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered as required by the Equalities Act.

All staff within the school are expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people; this post is subject to a criminal record check.

Two satisfactory references will also be required.

## Code of Conduct





The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the Walkwood Church of England Middle School Code of Conduct for Employees.



Attributes	Criteria	Desirable	Assessment
Education and training	<ul style="list-style-type: none"> <li>• Good basic education to GCSE standard including Maths and English (C+) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Finance / accounting qualification or part-qualified</li> </ul>	AF/I
Experience	<ul style="list-style-type: none"> <li>• Ability to work calmly and professionally and withing existing policies and guidelines</li> <li>• Good standard of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development</li> <li>• Experience of handling finances within a company or an educational setting</li> <li>• Experience of Xero</li> </ul>	AF/I  AF/I  AF/I
Skills and abilities	<ul style="list-style-type: none"> <li>• The nature of routine tasks that need to be completed on a daily basis</li> <li>• Making accurate judgements of situations and referring these to the appropriate staff, as necessary</li> <li>• Recognising the confidentiality of information</li> <li>• Keeping accurate financial and other records</li> <li>• Monitoring budgets and finance reporting</li> <li>• The roles and responsibilities of teacher, department heads, the senior leadership team and the governing body</li> <li>• Prepared to undertake further administrative / finance training when appropriate</li> <li>• Well organised with evidence of good organisation and administrative skills</li> <li>• Ability to confidently and competently apply knowledge and skills required from training into a practical context</li> <li>• Ability to manage and prioritise workloads</li> <li>• Communicate clearly, accurately and helpfully with</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of budget planning</li> <li>• Analytical thinker and knowledge of processes</li> <li>• Being creative and innovative when circumstances 'good pear shaped'</li> <li>• Seeking solutions rather than focusing on the problem</li> <li>• Operate a 'paperless' finance system</li> </ul>	AF/I



	<p>staff, children, parents, visitors, contractors</p> <ul style="list-style-type: none"> <li>• Ability to handle telephone calls in a professional way.</li> </ul>		
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Placing the needs of the children first</li> <li>• Good communication and interpersonal / listening skills</li> <li>• Ability to work to deadlines</li> <li>• Ability to remain patient and calm in challenging situations</li> <li>• The ability to relate well to children</li> <li>• Good time management</li> <li>• Excellent organiser</li> <li>• Friendly and approachable</li> <li>• Sense of humour</li> <li>• Able to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• An approach to lend a hand with other school demands</li> <li>• Adaptable and ability to work on own initiative</li> </ul>	I
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Ability to safeguard and promote the welfare of children</li> <li>• Appreciation of the significance of safeguarding</li> <li>• Ability to contribute to a safe environment</li> <li>• Awareness of child protection issues</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the safeguarding agenda as it relates to schools</li> <li>• Ability to be flexible with <i>it's one of those days!</i></li> </ul>	AF/I

## Person Specification

Method of assessment:

- AF Application Form  
I Interview

**Note:** The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.



## Inspection highlights



Pupils make good progress during their time at school. A well-taught and broad curriculum ensures that most pupils work at or above age-related expectations.

The school has an impressive climate for learning. Pupils' contributions in lessons are often thoughtful, sensitive and articulate.

Staff, parents and pupils speak warmly about the changes made to the school. Most staff are infected with the same desire to do their best for all pupils. They work very hard to achieve this.

The governing body has an estimable set of skills and brings a sharp perspective to the work of the school. It is aware of its responsibilities and is determined to improve the school further.

A varied and interesting curriculum gives pupils ample opportunities to study a broad range of subjects. Pupils enjoy a rich diet of activities outside of lessons...



Pupils in the school feel safe. They know whom to turn to if they encounter any difficulty. They are confident about raising any issues they have. Bullying is rare. It is taken seriously and dealt with firmly if it does occur.

Many teachers balance the development of pupils' subject knowledge, skills for learning and positive attitudes very skilfully. They blend the lesson objectives with the development of 'superhero learning traits' and promote pupils' understanding of the 'fruits of faith'.

Pupils are supported carefully when they arrive at the school. Effective liaison between most local schools helps to ensure that pupils settle into school well.

During their time at school, pupils develop into confident, hardworking and articulate pupils. They acquire good social skills, develop tolerance of others and are resilient.

Key to the school's vision is that every individual is created in the image of God, and from this belief springs the school's outstanding attention to individual needs, both academic and pastoral.

The inclusive vision of the school ensures that all children are supported in their personal well-being and academic achievement.

Children are inspired by collective worship, with the result that messages from worship cause them to reflect on their lives and take action in support of those in need.



The school's inclusive Christian ethos ensures that children have an outstanding understanding of and respect for difference and diversity.

The result of the outstanding leadership at Walkwood is that, in line with the school's motto, each member of the school community is challenged, encouraged and nurtured to "love to learn, learn to live and live to love".





*“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”*

*2 Corinthians 15: 58*



*I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.’*

*Ephesians 3:18-19*

