

Oaklands Catholic School and Sixth Form College

APPLICATION PACK FOR FINANCE ASSISTANT



Excellence in
S.T.E.M.
@ Oaklands

Potential for Greatness





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FINANCE ASSISTANT



Finance Assistant

Full-time hours of 37 hours a week, 52 weeks per year

Working hours are Monday to Thursday 8.30am and 4.30pm

Friday 8.30am to 4pm

Support Staff Grade

FTE C1 £24,405.00

A term-time position may be considered for the right candidate, please note pay will decrease in accordance with reduced paid weeks

This opportunity is one that I hope will capture your enthusiasm and I would like to thank you for your interest in this post.

The Trustees of the Edith Stein Catholic Academy Trust (ESCAT) are seeking to appoint a Finance Assistant to join our hardworking, committed and enthusiastic team. The position is a pivotal part of the administration of the finances and other resources provided to support the Finance Team. The role will require the successful candidate to liaise with the Teachers and Heads of Department as well as other members of the support staff.

The Trustees are looking for someone who will be highly organised and possess good Interpersonal skills.

If you are a Catholic, you will understand the distinctiveness of Catholic schools such as Oaklands and this will be attractive to you.

You do not have to be a Catholic to work at Oaklands; the Trustees welcome applications from candidates of differing faith backgrounds or none who can be supportive of the school ethos.

THE ROLE



Administration/Finance

- Data input of orders, invoices, staff expenses and direct debits, as directed, within timescales specified in the School's Manual of Financial Practice and Procedures
- Supplier details – create new suppliers and amend details of existing ones
- Assist with reviewing statements on a monthly basis
- Ensure all supplier invoices are properly authorised and purchase orders are attached
- Compile and check invoices for BACS processing
- Raise sales invoices for school lettings and chase for any overdue payments
- Liaise with leasers, suppliers and parents over any queries or concerns
- Process weekly banking and input of cash and online income
- Compiling and input of spend on the school credit cards when the statements are received
- Assist on Finance desk, processing sales from school shop, recording onto Tucasi and ensuring stock is ordered as appropriate
- Reports – assist with the production of school trip reports as requested
- Assist with year-end stock check
- Any other duties commensurate with the position as directed by the Deputy Finance Manager, Finance Manager or School Business Manager

Customer Service

- Act as first point of contact for enquiries relating to finance, responding within standard procedures or referring the enquiry to an appropriate destination
- Promote the image of the school in all contacts with the outside world

Staff Management and teamwork

- Work cooperatively with others towards shared goals contributing to the development of others through shared knowledge
- Provide cover for colleagues where required
- Ensure CPD is completed as required

Systems

- Ensure Tucasi is regularly updated with SIMS data
- Ensure parents are distributed with appropriate passwords



School Policies and Regulations

- To work at all times in accordance with the mission and values of the school
- General knowledge of school policies and procedures
- Knowledge of Health and Safety/security regulations and procedures.
- Pursue personal development skills and knowledge necessary for the effective performance of the role
- Required to undertake Fire Marshal and First aid Training

In return we offer an excellent salary and benefits package, the prospect of working for a value-led organization which is committed to educational excellence, the training skills and resources to share best practice, plus a supportive and dedicated staff and senior team.

The successful candidate must have relevant and up-to-date knowledge in relation to working with and protecting children and young people. All staff at Oaklands are expected to display a commitment to the protection and safeguarding of children and young people.

**Oaklands Catholic School
and Sixth Form College**

OUR JOURNEY



Oaklands is a Catholic Academy taking in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a catholic education at the School, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.

Oaklands has over 1,400 students on roll, including a Sixth Form College of 250 students. It is a well established comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE and AS and A Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

The school is part of a soft federation; working closely with other local schools, which provides an opportunity to share expertise and resources.

We are part of the wider Edith Stein Catholic Academy Trust which includes Corpus Christi Catholic Primary School.

We are also a strategic partner in a Catholic Teaching Alliance.

We are on an exciting and imaginative journey; providing the best support possible for teaching and learning is at the heart of what the support department aims to achieve, including:

- Modern or refurbished buildings, maintained to the best possible standards:
- Up to date furnishings and equipment to meet today's education needs
- Efficient and relevant process and procedures
- Continuous Improvement – empowering staff to take responsibility for areas of change

The school stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum. In recent years the school has undergone major refurbishment in many areas.

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PERSON SPECIFICATION



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Essential:

- GCSE or equivalent in English and Mathematics
- Sound administrator with attention to detail
- Articulate, literate and numerate
- Excellent interpersonal and communication skills (verbal and written)
- Organisational ability and able to manage time to prioritise tasks and meet deadlines
- Appreciation of the issues working around young people and prepared to train to gain up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- Ability to support the school ethos
- Confidentiality and discretion
- Use of initiative
- Sense of humour
- Confidence and assertiveness
- Tidy and organised approach with attention to detail
- Ability to work under pressure and multi-task
- Ability to work as part of a team and independently
- Ability to forge and maintain good relationships with members of staff
- Takes pride in work and has high expectations of self and others

- Willingness to participate fully in the life of the school
- Willingness to work overtime if required

The following would be desirable:

- A level education or beyond
- Level 2 Accounting Qualification
- Previous experience of working in a similar role
- Previous experience of working with school SIMS system, PS Financials and Tucasi
- Excellent IT skills including Microsoft Word Publisher and Excel
- Experience of working with a range of financial software programmes, MIS and Microsoft applications

Please note all staff will be required to complete an Enhanced DBS application following the initial offer of employment.



Eight Reasons why we think you might want this role at the Edith Stein Catholic Academy Trust

- In your current role you have already had a positive impact on the organisation you work for.
- You believe in the strength that working with a diverse group of people brings
- You are attracted to working in a school that can provide a range of opportunities for you and your colleagues.
- You value young people and see that professional and effective support functions ensures continuity of teaching and learning
- You can see the value in developing professional relationships that get the best out of colleagues.
- You are excited by the chance to work collaboratively with other colleagues in other departments
- You are motivated by the thought of being a member of a team that delivers some of the best education in Hampshire
- You give of your time freely recognising that this contributes to successful outcomes and job satisfaction.

Four reasons why you might not want to come and work for us (please look at the very last page)

- The match of your skills and experiences to our needs is not a good fit
- You are anxious about coming into a Catholic school (don't be)
- You have not worked in the education sector before
- You feel you might not be ready to help a high performing department



IT Network Manager —Nicolle Pinchen

I joined Oaklands in April 2019 as an Apprentice IT Technician. I worked closely alongside our small team of skilled technicians to help solve and support issues around the school. I have a background in the Music Industry, mainly the business and promotion side. I studied a Music Business and Promotion degree at Southampton Solent University. Eighteen months after finishing University, I decided to pursue a career in IT, this has always been a strong passion of mine. The support at Oaklands has made me realise that I could have a career in this area. There is a strong link between my degree experience and some of the work here at Oaklands, which includes technical support of events in our main

auditorium. The apprenticeship scheme at Oaklands enabled me to learn on the job and gain two qualifications, most recently being a Level 4 in Network Management. I have since been able to step into the role as Network Manager, making key decisions about the IT networking within the school and the wider trust, with the support of the small team who I am lucky enough to now line manage.

My work is wide and varied from managing the ticket fault reporting system to ensuring the network is working without vulnerabilities and threats. No two days are the same at Oaklands, which keeps the role both interesting and exciting.

For me, the best thing about working here is the community. There is a strong feeling of community spirit and support within that, no matter what area you work in. If you are thinking of a career at Oaklands I would say 'Apply!' It is the best career choice I have made. Oaklands is a fantastic place to work with a lot to offer!

Head of History Department—Hayley Short

I started teaching at Oaklands in 2019 as an NQT. As a new teacher, I was positively welcomed to the school and to the community Oaklands provides. Not only this, it was a brilliant school to help me develop as a newly qualified teacher, as I was able to learn alongside highly skilled and experienced colleagues. Although new, I was trusted with responsibilities within our History Department which helped me develop my skills within and outside the classroom.

Last year, I was given additional responsibilities as Lead Pastoral Practitioner, working with KS4 Heads of Year to develop and promote positive student behaviour patterns. Within our thriving History Department, my ideas and training have been strongly encouraged and I am now very much looking forward to growing further in my new role as Head of Department from September 2024. I can see myself working here for many, many years to come.

I really enjoy working in a Catholic School, the sense of community is unique, and ensures that you are working in a positive and caring environment; the importance and impact of faith on the lives of young people ensures that our students not only learn academically but also morally. Our school's traditions ensure that this school is so special. Our students are fantastic, and make me thankful to be a teacher. If you would like to work here, you will be welcomed into our community and will be able to work in a lovely, wonderful school! I would recommend this to anyone.



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All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The Trustees, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.

- Please complete a CES Support Staff application form. This can be downloaded from the [school website](#)
- Please also complete and return the Consent To Obtain References Form

Completed applications and Consent Forms should be sent by email to :

l.austin@oaklandscatholicsschool.org

or by post (marked 'Application' in the top left hand corner) to:

Mrs Louise Austin
HR/Finance Assistant
Oaklands Catholic School
Stakes Hill Road
Waterlooville
Hampshire
PO7 7BW

Please note that incomplete applications will not be accepted.

Any queries prior to application, please email:
l.austin@oaklandscatholicsschool.org

Closing date:

Friday 28th February 2025 at 5pm

Interviews:

Week commencing 3rd March 2025

Please note on Page 10 of the application from you are required to complete a supporting statement.

The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate.

As part of the interview process all candidates will be required to:

- Take a tour of the school
- Meet the team
- Undertake a competency task
- Participate in a panel interview

Please visit our school website for more information about Oaklands and other recruitment documentation:

www.oaklandscatholicsschool.org

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Exam Results
- Annual report and financial statements
- Governor strategy
- Oaklands Catholic School Main Prospectus
- Equality Act 2010

AND FINALLY



What about those FOUR reasons why this role might not be for you!

The match of your skills and experiences to our needs is not a good fit

Come and visit us, read the pack, phone Karen Hastilow, HR/Payroll Officer and find out if the match is better than you think

You are anxious about coming into a Catholic school (don't be)

Again come and visit us, experience our community and talk to staff about their experience. The majority of staff at Oaklands are not Catholic

You have not worked in the education sector

If you are not ready for this then we still want to hear from you. Most of our best staff had little or no experience before coming to Oaklands but with training and development, over time they gained the experience

You feel you might not be ready for this challenging new role

If you are still reading, then you probably are

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