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The School Prospectus can be found on our website: www.kingsmead-school.com

November 2017

Dear Applicant

Finance & Personnel Manager

Thank you for expressing an interest in this post. I do hope you will be interested in applying.

With this letter I enclose a standard application form for your completion and a job description. The closing date is 12 noon, Monday 4 December 2017.

If you have any questions relating to this post, please do not hesitate to contact me.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'E Pow', written in a cursive style.

Mrs E Pow
Business Manager

KINGSMEAD SCHOOL : INFORMATION FOR APPLICANTS

Kingsmead School is a rural mixed ability Academy with a fully comprehensive intake situated near the Devon/Somerset border, close to the Brendon Hills and Exmoor. It is a magnificent area in which to live. Not only is there the tranquillity and beauty of the countryside but there is the rapidly growing county town of Taunton nearby and easy access (20 minutes) to the M5 for connections to the rest of the country.

The School lies in the small town of Wiveliscombe. It caters for the age range 11-16 and has over 800 daytime students. The School is very successful and is oversubscribed. Our latest Ofsted Report, in March 2017, gave an overall judgement that Kingsmead is a "good school".

Please be aware that Kingsmead converted to Academy status on 1 April 2011. We are convinced that this move will place the school in a very strong position in the next few years and ensure we can continue to offer our young people the best education possible. We will continue to support Somerset Local Authority and other schools as we do now and will meet or better national conditions of service and pay for all staff. We fully appreciate the concerns over the Government's agenda in this area in some quarters but believe the opportunities and freedoms available far outweigh any negatives

Despite the demise of specialisms, we intend to continue to focus on our specialist area as a Language College and firmly believe in developing the international dimension of the School having strong links with schools in Europe and also with Zambia in Africa. We will also continue as a Specialist Humanities College. These initiatives have not only allowed the school to be involved in cutting edge practice but have made it a resource rich environment. We have excellent ICT facilities including a growing online curriculum and provide all staff with quality training and support to ensure ICT is fully utilised to enhance people's work.

Kingsmead is a pleasant and stimulating place and the staff are committed, friendly and supportive. The students are responsive and well behaved. The school is committed to continual curriculum improvement and the professional development of its staff.

We have high expectations. We expect staff to support our caring, student-centred ethos, to be supportive of each other and to set high standards for our students.

If you like the sound of Kingsmead and think you have something to offer, we would welcome your application.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to this commitment."



JOB DESCRIPTION

Section:	Education
Job Title:	Finance & Personnel Manager
Responsible To:	Business Manager
Reports To:	Business Manager
Main Purpose of Job:	
<p>To assist the Business Manager in providing an efficient and effective administration of the academy's finance and payroll.</p> <p>Through the provision of effective business management support the post holder will underpin the high standards of teaching, learning and achievement for all students within the aims of the school.</p>	
Main Responsibilities and Duties:	
<p>Finance</p> <ul style="list-style-type: none"> • Plan and deliver a comprehensive financial, budgetary control and statistical service to the Business Manager, Senior Leadership Team and governors. • Working in SAGE accounting software, administer and control the computerised records, accounts and other records in respect of the School budget and non-public funds, and analyse expenditure under appropriate headings to reconcile funds and to prepare for Audit. • Contribute to the effective deployment of the School Budget. • Line Manage the Finance Officer, allocate and monitor workload, provide guidance, support and advice as part of the effective operation and good management of the school finances. • Working closely with the Finance Officer oversees the input and authorisation of all school orders, invoices, debtor invoices and payment batches. • Monitor the procedure for collection of money (e.g. for foreign trips, sponsored events, exam fees etc) to ensure it is applied correctly, making suggestions on improvements. Initiate appropriate debt recovery procedure. • Working closely with the Business Manager prepare financial reports for monitoring the budget and reporting to the Head teacher and Governors • Financial administration of the Zambian exchange including reporting to parents, returns, gift aid claim, preparation of accounts for audit and submission to the Charity Commission <p>Personnel</p> <ul style="list-style-type: none"> • Completion of all relevant payroll documentation, with the payroll provider, to ensure correct payment of salaries for all staff including casual employees. • With the Business Manager check all salary payments for authorisation with information provided by the payroll provider • Ensure the appropriate payment to all third party creditors e.g. pension providers, HMRC, childcare voucher provider, cycle and computer scheme. • Produce all HR documentation related to new staff appointments and leavers including contracts of appointment and pension scheme membership • Ensure all staff have up to date employment contracts • Working with the Admin Manager ensures that all relevant pre-employment checks are completed e.g. references, DBS clearance, occupational health clearance 	

- Responsible for an effective and efficient system ensuring the school meets its legal responsibilities with regard to Disclosure through the DBS
- Keep the Single Central Record up to date and in line with OfSTED requirements
- Process all pension documentation including Local Government and Teacher's Pension Schemes. Including monthly returns and annual reconciliation.
- Update Personnel module and integrate with budgeting software
- Monitor the procedure for recording staff absences.
- Assist with completion of staffing data returns, surveys and questionnaires as required

School Meal Catering

- Liaises closely with the Catering Manager and Head of Kitchen to oversee an efficient and effective school meal service to Kingsmead and associated Primary Schools
- Line manage the school meal administrator, monitor workload, provide guidance, support and advice as part of the effective operation and good management of the catering finances.
- Working closely with the school meal administrator oversees the preparation and distribution of menus, input of meal choices and invoicing of Primary Schools.
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Facts and Figures:

- Budget approximately £4 million
- Routine financial and administrative work within defined procedures.
- Line Management of Finance Officer and school meal administrator.

SUPPORTING PROCESSES

Problem Solving and Creativity:

- Working in a school environment means frequent interruptions and variation, particularly at break and lunchtimes.
- Ability to manage time effectively and deal with conflicting priorities
- Ability to work flexibly and proactively
- Identify systems and process improvements in order to deliver efficiency and lower costs.

Decision Making:

- The post holder will work with a high degree of independence within clear guidelines and policies
- Decisions regularly taken to ensure best value and effective deployment of school resources
- Work is often subject to deadlines and as such there is a need to take decisions on work priorities
- Produce guidelines, policies and advice in accordance with the requirements of the school

Physical Effort and Working Conditions:

- Subject to constant interruptions throughout the day
- Office environment with frequent use of IT equipment.

Contacts and Relationships:

The post holder will need to liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.

- Staff, students, parents and governors
- External contact with a range of local government officers, providers of services, accountant and other advisors
- Suppliers, contractors and members of the public

Additional Information:

Comply with the requirements of the Data Protection Act and maintain strict confidentiality

Knowledge, Skills and Experience:

- Minimum of 5 GCSEs A*-C grade - preferably qualified to A level standard
- Appropriate accounting or personnel qualifications would be beneficial.
- SAGE or other accounting software experience.
- Self-motivated and proactive.
- Well organized, methodical and calm under pressure.
- Excellent communication skills, tactful and diplomatic with good negotiation skills
- Experience of working in a busy office environment.
- Good ICT skills.
- Effective team worker and leader with good 'people skills'.
- Hard working, conscientious and accurate.
- Adaptable, reliable and able to work with minimum supervision.
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Acts as a role model to staff and students.
- High aspirations and expectations of self and others.
- Genuine passion and a belief in the potential of every student.
- Able to follow instructions accurately and make good judgments and lead when required.
- Understands the importance of confidentiality and discretion.
- A positive and enthusiastic outlook.

This job description outlines the current expectation of duties required of this post to indicate the level of commitment and responsibilities expected. It is not a comprehensive or exclusive list and duties may be varied from time to time, which does not change the general character of the job or the level of responsibility.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date:

Person Specification

Criteria	Essential	Desirable
Skills, knowledge & aptitude	<ul style="list-style-type: none"> - Excellent listening, oral, literacy and numeracy skills - Ability to manage time effectively and deal with conflicting priorities - Effective record keeping, information retrieval and dissemination of information to Business Manager - Excellent IT skills including Word and Excel - Strong organisational skills 	<ul style="list-style-type: none"> - Developing and maintaining contacts with outside agencies - Previous experience in HR, Personnel and payroll
Qualifications and training	<ul style="list-style-type: none"> - 5 GCSE's, grades A* - C - Ability to demonstrate a willingness to attend appropriate training and development 	<ul style="list-style-type: none"> - Educated to A level standard - Qualifications in Accounting and/ or HR
Experience	<ul style="list-style-type: none"> - Experience of working with SAGE or other accounting software - Experience in providing financial management support - Experience of working in a busy office 	<ul style="list-style-type: none"> - Experience of managing staff - Previous experience of working in an Education setting - Experience of report writing - Evidence of relevant personal and professional development
Personal Attributes	<ul style="list-style-type: none"> - Ability to work independently on own initiative and also contribute as part of a team 	

	<ul style="list-style-type: none">- Calm under pressure- Self-motivated with high expectations of self and others- Willingness and ability to be flexible- A positive and enthusiastic outlook- Adaptable and reliable- Integrity, tact and diplomacy- Sense of humour- Have a “can-do” attitude where nothing is too much trouble- Have good interpersonal skills, telephone manner and calm approach	
Special requirements	<ul style="list-style-type: none">- Ability to travel to meetings if necessary	

Conditions of Service

Salary Scale: Somerset Pay Spine, Points 29 – 34, £25,191 – £30,153

Duty Times: 8.30 am – 4.30 pm Monday to Thursday
8.30 am – 4.00 pm Friday

30 minutes lunch break

Working Hours: 37 hours per week

Working Weeks: Full-time, all year round

Holiday: 29 days per year

Travelling to Kingsmead School – Wiveliscombe



Wiveliscombe is situated on the B3227 Taunton - Barnstaple Road (formerly the A361), 4 miles from the Devon/Somerset border and 10 miles from Taunton. There is also access from Junction 25 of the M5; the route is well signed through the North of Taunton. There is also access from Junction 26 via Wellington. There are two car parks, one in North Street and the other off Croft Way.

Directions to Kingsmead

From Taunton, travel along the B3227.
In the centre of Wiveliscombe, turn left at the traffic lights. The School is 150 m on the left.

How to Apply

- Complete the application form
- Using the application form, section F, and no more than two sides of A4, outline your experience to date and your reasons for applying for the post

Please forward your completed application to:

Miss J Roberts
Administration Manager
Kingsmead School
Wiveliscombe
Taunton
Somerset TA4 2NE

Timetable for Appointment

Closing Date: 12 noon, Monday 4 December 2017

Interviews: Tuesday 12 December 2017

Start Date: 29 January 2018

APPLICATION FOR EMPLOYMENT WITH KINGSMEAD SCHOOL

Before completing, please ensure you have read the guidance notes in the application pack or on our website. You may use additional sheets if you need to.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.

Please return this form to the address given in the Advertisement or Application pack. This form should be typed or handwritten in black ink for photocopying purposes.	
Application for the post of	
Closing Date	
How did you hear about this job? (Name of publication if advertised)	

Part A: Personal details (Block capitals please)

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (if different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (if available)	
Email Address (only if preferred form of contact and in regular use)	
Date of Birth	

Part B: Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reasons for leaving:			
Please explain why you are applying for this post at this time:			

Part C: Employment History (most recent first)

Please give as much relevant information as possible. You must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please indicate any time spent employed as a volunteer.

Name & Address of Employer	Date From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved	Name of Educational Establishment and/or Professional or Awarding Body

Part E: Training/Continuing Professional Development.

Please give details of relevant training/developments activities		
Training Course and Organiser or Development Activity	Time spent	Outcome – Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need to.

Previous Experience: Referring to the job description, please detail your relevant experience to date and your reasons for applying

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Part G: Supplementary Information

Personal Transport: For posts which involve travel away from normal place of work:	
Are you willing and able to travel to meet the requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel.	
Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent':	
If the information sent to you highlights that the post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any 'spent' convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council:	

Part H: REFERENCES AND DECLARATIONS

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend.			
Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.			
Name of first referee			
Job Title of Referee			
Name of organisation			
Address (Including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you (eg supervisor, tutor)			
Dates of your employment		From: / To: /	
Name of second referee			
Job Title of Referee			
Name of organisation			
Address (Including Postcode)			
Email address if available			
Daytime telephone number			
Relationship to you			
Dates of employment		From: / To: /	
Declaration of Interest: Please note that canvassing support of trustees, governors or staff of Kingsmead School can lead to disqualification of your application.			
Do you have family or close relationships with any individuals involved in any aspect of the recruitment process eg trustees, governors or staff of Kingsmead school? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, give name:			
Position:		Relationship:	

Declaration			
<p>I confirm that I am entitled to live and work in the United Kingdom I am willing for this data to be held and processed by Kingsmead School and to be verified with relevant third parties. This may include previous employers. The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.</p>			
Signed		Date	
<p>If you apply online and are shortlisted, you will be asked to sign your application at interview.</p>			

Confidential

Equal Opportunities-Recruitment Monitoring

This form will be kept separate from your application form. It is not referred to during the selection process

Kingsmead School values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice, making Kingsmead School a great place to work.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to data will be restricted to nominated staff within the HR Department. If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application.

Thank you for your co-operation.

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence.

Please tick ✓ the appropriate box

Name:	Job Ref:
Are you? Male <input type="checkbox"/> Female <input type="checkbox"/>	

What is your date of birth (dd/mm/yy)? / /

To which of these groups do you consider you belong?

<p>White</p> <p><input type="checkbox"/> British <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Irish</p>	<p>Asian or Asian British</p> <p><input type="checkbox"/> Indian <input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Pakistani <input type="checkbox"/> Other</p>
<p>Mixed</p> <p><input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Asian</p> <p><input type="checkbox"/> White & Black African <input type="checkbox"/> Other</p>	<p>Black or Black British</p> <p><input type="checkbox"/> African <input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Other</p>

Other Backgrounds

Chinese Gypsy Other

If you have ticked other to any of the above, please specify:

Do you consider that you have a disability? Yes No

N.B Under the Disability Discrimination Act 1995, a person with a disability is defined as having 'a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS. It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.

If yes, please indicate the nature of your disability.

- | | | |
|---|---|---|
| <input type="checkbox"/> Physical Impairment | <input type="checkbox"/> Mental Impairment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Mobility Impairment | <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> More than one |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Learning Disability | |

Thank you for your co-operation. Please return the completed questionnaire with your application form.

Version: April 2011