



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive



Candidate Information Pack

Noel-Baker Academy

Finance Assistant



L.E.A.D. Academy Trust

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About the Trust

Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

"We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people."

Diana Owen, CBE - Chief Executive Officer

Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it's like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A 'can-do' attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.



L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





I am incredibly proud to be the Headteacher of Noel-Baker Academy. We recognise that there is always opportunity for continual improvement; we want Noel-Baker Academy to not only be the Academy of choice in the local community, but to continually be improving in every aspect. It's an amazing place to work and I strongly encourage anyone considering applying for one of the roles below to get in touch with us via vacancies@noelbakeracademy.co.uk to arrange a visit to the school.

Mrs K Richardson, Headteacher



About Noel-Baker Academy

At Noel-Baker Academy everything we do is underpinned by our passionate belief that outstanding schooling is the right of every child, and a determination that such a vision is achievable. We believe that our students are entitled to the same breadth and depth of provision as any student attending any of the best schools in the country.

This is a vision shared with the LEAD Academy Trust, of which we are a part. We are on a journey towards excellence and that with persistent effort, hard work and patience amazing things can and will be achieved for and by our young people.

We believe in and aspire to provide an inclusive education for all. That is, high expectations of and for all pupils, an insistence on excellent behaviour, equal access to an academically rigorous curriculum taught by highly skilled subject specialists and a sharp focus on high value enrichment opportunities that will enable all students to excel.

We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

Our students are entitled to the very best of what has thought, said and written and we are unapologetically ambitious for every student, no matter what their background, prior attainment or needs.

Our vision

This vision is underpinned by a wider set of core principles.

Lead (to show the way; to be first or foremost):

- We are compassionate, considerate and kind.
- We welcome and value all members of our community and expect all members of our community to work with us to play an active part in our children's education.
- We encourage each other, and we celebrate our successes.

Empower (to give power to; to enable):

"I am the master of my fate, I am the captain of my soul" William Ernest Henley (1849-1902)

- We teach our students to take responsibility for themselves.
- We insist on excellent behaviour and learning habits.
- We know that factual knowledge is a prerequisite for deep understanding: that the more you know, the more you are able to learn and understand.
- We have an unrelenting focus on hard work, commitment and perseverance.

Achieve (to accomplish; to get or attain by effort):

- We believe that all children are entitled to learn "the best that has been thought and said," and that our students are the inheritors of the greatest ideas, written texts and discoveries of the past.
- Our purpose is to provide a rich education that will allow our students to achieve excellent qualifications and become thoughtful, educated and well-rounded young adults.

Drive (to cause and guide progress; to impel forward):

- We know that success takes hard work.
- We know that effort, practice and revision develop expertise and intelligence.

Our Academy is a warm and friendly place to work. We value our staff and believe that we are starting out on a journey that will transform our school and the lives of our pupils for the better. If you want to be part of a team of people who are working together to achieve a shared vision, where you are free to teach "the best that has been thought and said," where classroom practice is underpinned by research informed pedagogical approaches and where you will be part of building a unashamedly academic and disciplined culture then we want to hear from you.

We are now at the next stage of our adventure to becoming extraordinary. We are looking for people who want to **LEAD**, **EMPOWER**, **ACHIEVE** and **DRIVE** our transformation.





Benefits of being part of the Trust

Annual leave



Teachers enjoy up to 13 weeks annual leave during school holidays. This is in addition to any bank holidays or statutory holidays.

Support staff benefit from an enhanced holiday allowance, starting at 26 days up to a maximum of 36 days, pro-rata for term time only staff. The allowance is dependent on the role and amount of service increasing after 5 and 10 years service.



Competitive salary

All Trust roles (except apprentices) offer a minimum hourly rate above National Living Wage, with salary progression.



Pension scheme

Teacher's Pension Scheme or LGPS, with generous minimum employer contribution of 17.4% plus life cover.



Online GP service

24/7 access to online GP consultations, providing advice, diagnosis, referrals, and ongoing support for all staff.



Flu vaccinations

Free seasonal flu vaccinations for employees who are not otherwise eligible, ensuring health and wellbeing.



CPD

Individual development plus high quality professional development through the L.E.A.D. Teaching School Hub for teachers.



Employee Assistance Programme

Free 24/7 support for employees, offering counselling and resources for emotional, financial, and legal issues.



Free eye test

Free eye test every two years for regular computer users, reimbursed through expenses to promote wellbeing.



Occupational Health

FREE services available to support employee well-being and promote a healthy work environment.



Physiotherapy services

Access to free physiotherapy to aid recovery, support physical health, and promote overall employee wellbeing.



Access to discounts

Exclusive discounts and cashback on travel, shopping, insurance, and utilities through Discounts for Teachers and Teacher Perks.



Travel expenses

Business travel expenses reimbursed at the HMRC maximum mileage rate to support staff travel needs.



Car Benefit Scheme

Offset part of your salary for a brand new electric or plug-in hybrid car, including insurance, servicing, and more.

What OFSTED say about our extraordinary staff and pupils.

“Their conduct is exemplary. High expectations are set by staff and pupils live up to them. Pupils’ learning is not disrupted. Pupils thrive. They look forward to their lessons.”

“Teachers motivate pupils to achieve. Pupils are praised and valued. They love the rewards that they now receive. They are proud of the positive recognition that they so richly deserve.”

How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to : vacancies@noelbakeracademy.co.uk

CLOSING DATE: Monday 20th January 2024

INTERVIEWS: We expect interviews to take place on **Friday 24th January 2024**

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email: mathewtarrant@noelbakeracademy.co.uk



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Deputy Headteacher,
Huntingdon Academy



Job description

Finance Assistant

Salary range:	SCP5 to SCP10
Hours:	22.5 per week
Weeks:	39 weeks a year in term time
Actual Salary :	£13,063 to £14,140

We are looking to appoint a part time Finance Assistant to work 5 days a week during term time for 4.5 hours a day. We can be flexible in the start and finish times to suit the applicant. It is not essential that the postholder has finance experience. It is more important that we recruit someone who is organised, willing to learn quickly, who adapts well to change and is keen to do an effective job. Our finance office is a busy and fast paced environment. The role will include some child supervision and first aid duties. Training will be given for all aspects of the role.

Job Title: Finance Assistant

Location: Noel-Baker Academy

Line Manager: Finance Officer

Job purpose:

This role will support and pro-actively contribute to the operational success of the Finance function within The Academy.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive. These principles underpin the day to day culture for support to our academies.

Duties and Responsibilities:

- Ensure that the Academy meets all of its financial obligations through having accurate and consistent financial and management systems.
- Provide administrative support to the finance team.
- Raise purchase orders, process invoices and payment runs.
- Administer the Academy's parent payment system.
- Manage bookings of school phones and minibuses by Academy staff.
- Book buses and taxis as requested.
- Have an awareness of the Trust finance policy and relevant thresholds and approval processes.
- Undertake child supervision duties as required during break or lunch.
- Administering First Aid on a rota basis after appropriate training.
- Complete procurement process around setting up new suppliers onto the trust finance system.
- Complete the Academy's banking processes (e.g. BACs payment runs, faster payments and monthly bank reconciliations).
- Monitoring the finance email account and assist with the appropriate actions to resolve queries.
- Ensure consistency in the financial and management accounting systems for the Academy.
- Takes responsibility for own personal development, including identifying relevant training courses. Supports the schools in promoting the values of the organisation.

- Supports a positive culture throughout the organisation and adopts behaviours that exemplify the Academy’s culture.

Influencing and Managing Relationships:

- L.E.A.D. Central Support Teams
- External agencies
- Finance Officer
- Academy Business Manager
- Academy Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. Job descriptions are reviewed periodically and update from time to time in line with requirements.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Person specification

The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths 	E	
Skills and knowledge	<ul style="list-style-type: none"> • Ability to assume full responsibility for both the efficient day to day functioning of the L.E.A.D. Finance Assistant role as well as developing the role further • High level of oral and written communication skills • Able to work as part of a team and contribute towards its success • Able to use all MS Office programs particularly Word, Excel and Outlook • Able to work to tight deadlines, managing and prioritising time effectively • Self-starter, with and ability to work independently & use own initiative to overcome obstacles • Ability and willingness to learn new tasks quickly. 	E E E E E E E	
Experience	<ul style="list-style-type: none"> • Previous experience of a role in finance • Working in an environment where experiences included taking initiative and self-motivation • Working as a member of a team • Experience of working in a school or academy trust environment 	E E	D D



	<ul style="list-style-type: none">• Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility• Have good interpersonal skills	E	
Additional Requirements	<ul style="list-style-type: none">• This role is subject to an enhanced DBS• Hold a driving licence and have access to own vehicle• Be able to work at times and locations convenient to the service provision• Be available to be contacted at mutually agreed times	E	

Email address:

vacancies@noelbakeracademy.co.uk

Phone number:

01332 572026