



Information Pack for Applicants

Admin and Finance Officer



From the CEO



Dear Applicant

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

Who we are?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owlter Brook and Whiteways Primaries.

Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff in to leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us please visit our website <https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

Our Principles

In our schools we will ensure: -

An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.



Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

Our Schools

Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.



Dear Applicant

Admin and Finance Officer

As the Headteacher, I would like to thank you for your interest in the post of Admin and Finance Officer at Whiteways Primary School. We are thrilled that you are considering joining our dynamic team in the important role of Admin and Finance Officer.

Whiteways is situated in the north east of Sheffield. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests, and challenges them to become the best that they can be. Our school is truly a wonderful place, where all children are loved, cherished and nurtured. It is a vibrant, multi-cultural school where children are happy, confident and enthusiastic in their learning.

At Whiteways we strive for a culture of excellence and impact. We endeavour to bring our curriculum alive through quality first hand experiences within a tailored and personalised curriculum for all our children, giving them opportunities to visit new places and experience residential visits. We ensure every child has a positive learning attitude, and captures a life-long love of learning; setting strong foundations for their future.

As a school we are committed to excellence in all aspects of our work; and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Whiteways Primary School.

I hope that the information provided will give you a flavour of what we are aiming to achieve, and enable you to determine whether we are the school for you at this stage of your professional development.

I encourage you to explore our website, read about our school's values, and learn about our vibrant community. If you share our passion for education and our vision for a brighter future, we invite you to apply for the Admin and Finance role at Whiteways. Your journey with us could be the next exciting chapter in your career.

Thank you for considering Whiteways as your potential workplace. We look forward to receiving your application and the opportunity to welcome you into our Whiteways family.

A handwritten signature in black ink, appearing to read "Anna Ross".

Anna Ross, HEADTEACHER

Admin and Finance Officer

Permanent

Full time: 37 hours per week / 41 weeks per year

Salary: Grade 4, scale point range £22,369 to £24,496 pro rata

Actual: Grade 4, scale point range £20,132 to £22,046

Start date: As soon as possible

Cascade Multi Academy Trust is seeking to appoint an Admin and Finance officer to join the Trust. The successful person will be employed at Whiteways Primary School.

At Whiteways, we understand that the backbone of any successful school is its administrative and financial team. Your role will be instrumental in ensuring the smooth functioning of our school, enabling us to provide the best possible education to our pupils.

Would you enjoy working in a busy varied school office, where no 2 days are alike other than demonstrating a passion for creating a positive and effective environment for the children, staff and the community - if so then this job could be for you.

An exciting opportunity has arisen for an Admin and Finance Officer to join our busy, vibrant primary school. If you have the skills to work with a wide range of people across schools and a wonderful community, then we would love to hear from you.

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

Whiteways Primary School is a collaborative, multicultural and vibrant place to work. We pride ourselves on working together as a staff team to ensure we give our children the best starting points in life. Our curriculum is what excites the children for learning, and we strive to be innovative in our teaching approaches. We continually celebrate our uniqueness and diversity through our curriculum and community cohesion; making learning purposeful, immersive and challenging.

The admin teams across the MAT work in partnership by sharing good practice and giving support to ensure an excellent service for the school, children and their families. The successful individual will provide administrative and finance support in their busy office.

The successful candidate will be able to demonstrate:

- An ability to work as part of a team in a busy environment
- Excellent interpersonal and communication skills
- Experience in delivering a first-class customer service
- Strong IT skills and keen eye for detail
- Experience and knowledge of administration
- Experience of learning new software
- A problem solving and can-do attitude
- Strong organisational skills
- Experience of supporting senior leaders

The Benefits

- Full training will be given to undertake this role
- A successful and visionary team to support you
- The opportunity to work with a supportive, established admin team
- We cover cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare of children. We are an equal opportunities employer.

How to apply:

If you wish to discuss this role or arrange a visit to the school, please contact Miss B Carnall, School Business Support Manager on 0114 2423169.

You can download the word version of the application form from Cascade's and Whiteway's website. Please do not use Sheffield City Council application form. Applications will only be accepted on a Cascade Multi Academy Trust application form

www.cascademat.co.uk

www.whitewaysprimary.co.uk

or alternatively an application form can be obtained by e-mailing Recruitment@whitewaysprimary.co.uk

Your completed application should be emailed to Recruitment@whitewaysprimary.co.uk

Closing Date: Friday 13th October 2023

Interview Date: Monday 30th October 2023



CASCADE MULTI ACADEMY TRUST JOB DESCRIPTION

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL	CASCADE MAT / WHITEWAYS PRIMARY SCHOOL
POST TITLE	ADMIN AND FINANCE OFFICER
ROLE PROFILE	BS2.5
JOB NUMBER	SCH/AC/BS/007
GRADE	Grade 4
RESPONSIBLE TO	BUSINESS SUPPORT MANAGER
RESPONSIBLE FOR	
HOLIDAY AND SICKNESS COVER	OTHER CLERICAL ASSISTANT
PURPOSE OF JOB	UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.
RELEVANT QUALIFICATIONS	NVQ 2 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE GOOD NUMERACY/LITERACY SKILLS

JOB DESCRIPTION FOR POST OF:- ADMIN AND FINANCE GRADE 4

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools

Specific responsibilities will include.

MAIN DUTIES AND RESPONSIBILITIES

1 TASKS

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

Resources

- Undertake general financial administration as appropriate to the grade, eg
 - processing of orders and invoices
 - processing of petty cash
 - duties associated with banking
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required

- Day to day operation of uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others as appropriate

2 RESPONSIBILITIES

- 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 and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Cascade MAT's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: September 2023

Person Specification

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification

Qualification and experience

Candidates should have:

	GCSE Maths and English or equivalent or evidence of abilities at this level
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	Experience of general administration duties, including reception duties and an understanding of financial work
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	Evidence of recent, appropriate continuous professional development and/or willingness to engage in CPD
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Personal qualities

Candidates should:

1	Communicate effectively and develop positive relationships with all stakeholders
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2	Demonstrate excellent interpersonal and organisational skills
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3	Be decisive, consistent and focused on solutions
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4	Be well-presented and have a positive attitude
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Skills

Candidates should be able to:

1	Support the vision for the school/Trust
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2	Evidence of effective use of ICT skills including Microsoft Word, Excel, emails and Internet
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3	Evidence of understanding office methodologies e.g. filing systems, correspondence etc.
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4	Approachable, courteous and able to present a positive image of the school to visitors and stakeholders
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5	Ability to relate well to children
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6	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines
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7	Demonstrate that they can work independently and constructively as part of a team
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8	Ability to recognise problems, generate alternatives and implement plan of action
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Professional knowledge and understanding

Candidates should:

1	Demonstrate their understanding of confidentiality
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2	Demonstrate a knowledge of relevant policies/codes of practice & awareness of relevant legislation
Safeguarding	
Candidates should have:	
	An understanding of safeguarding and promoting the welfare of children and young people

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

The Appointment Process

These notes are intended to guide you when making an application

Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack. Please limit your supporting statement to two sides of A4 in size 11 font

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for

Interview and Task(s) associated with the role

Assessment Centre day – a process that involves several selection methods to assess your skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

recruitment@whitewaysprimary.co.uk

Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>