



**Truro and Penwith
Academy Trust**

Vacancy Information Pack

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| Job Title: | Finance and Cover Officer |
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| Job Description and Person Specification | Attached |
| Letter from Chair of Board of Trustees | https://www.tpacademytrust.org/web/application_pack/604811 |
| Application Form | https://www.tpacademytrust.org/web/application_pack/604811 |
| Equality and Diversity Monitoring Form | https://www.tpacademytrust.org/web/application_pack/604811 |



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| Job Title: | Finance Officer |
| Pay Point / Pay Range: | TPAT Scale Point 8 |
| Full Time Equivalent Annual Salary: | £25,273 pa pro rata |
| Actual Annual Salary for this Role: | Actual Gross Salary £17,626 / £13.10 per hour |
| Contract Type: | Fixed Term until 31 August 2025 |
| Hours Per Week / Weeks Per Year | 30 hours per week, Term time plus 5 Inset days (44.849 paid weeks pa) Monday to Friday, hours to be negotiated with successful candidate. |
| Closing Date: | 12 midnight on Sunday 14 th April 2024 We reserve the right to remove this advert before this closing date should a suitable applicant be appointed. Early application is advised to avoid disappointment. |
| Proposed Shortlisting Date: | Tuesday 16 th April 2024 |
| Proposed Interview Date: | Week beginning 15 th April 2024 |

St Ives School is seeking to recruit a Finance Officer to join our friendly school team. You'll play a key role in maintaining accurate and up to date financial accounting procedures and records, providing oversight to ensure effective financial controls are in place while carrying out the day-to-day recording of financial transactions for the school.

The Finance Officer will ideally have 3 years' experience in accounts and have a good understanding of financial controls and reporting along with an eye for detail to support the management accountant with the school's financial administration in accordance with Truro and Penwith Academy Trust Financial Procedures.

The successful applicant will need to have excellent communication skills, be well organised, calm, flexible and able to provide an efficient and professional service. Experience of working in a school finance environment would be advantageous. Enthusiasm for working with children is essential, as are good IT skills.

You will join a dedicated and supportive staff team as part of our thriving school community. The role is for 30 hours a week, Monday to Friday. The exact hours of work are to be negotiated with the successful candidate.

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| To find out more about St Ives School, and the full job description and person specification please visit: | www.stivesschool.net |
| To discuss this position please contact the Operations Manager via email in the first instance: | Email: swilkinson@stives.tpacademytrust.org |
| Application packs can be downloaded from: | www.tpacademytrust.org/web/application_pack/604811 |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | recruitment@stives.tpacademytrust.org |

Please note that successful candidates will be informed via email.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.

| School Information for Applicants | |
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| School Address: | St Ives School, Higher Tregenna, St Ives, TR26 2BB |
| School Telephone Number: | 01736 795608 |
| School Email Address: | recruitment@stives.tpacademytrust.org |
| Name of HeadTeacher: | Simon Horner |
| Website Address: | www.stivesschool.net |

Welcome to St Ives School

“Every Child, Inspiring Learning, Every Day”

This information pack will provide you with an insight into our school and offer some practical information which will be of use to you as a prospective member of our school community.

Our School enjoys working collaboratively with our partner schools within Truro and Penwith Academy Trust.

We welcome visitors as this is the best way to see our lovely school, experience our creative and captivating curriculum and meet our motivated and engaged children. Please phone the school telephone number provided if you would like to arrange to look around.

Our Curriculum

For further information about our curriculum, please visit our website: www.stivesschool.net

Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers and volunteers to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

Contact Name: Mrs Cherie Bayfield, Head's PA

Contact Email Address: recruitment@stives.tpacademytrust.org

Contact Telephone Number: 01736 795608

Please note that CVs will not be accepted.

Application packs can be downloaded from
https://www.tpacademytrust.org/web/application_pack/604811

Closing Date: Sunday 14th April 2024

Completed applications must be returned to the email address above and be received by 12 Midnight on the closing date provided.

Interview Date(s): Week beginning 15th April 2024

To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.