



A Specialist in Business & Enterprise
Making dreams a reality

Recruitment Information Pack

Temporary Finance Manager (Maternity Cover)

Fir Vale School Academy Trust

Owler Lane

Sheffield S4 8GB

Telephone: 0114 243 9391

Fax: 0114 261 1640

www.firvale.com

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Owler Lane, Sheffield S4 8GB

Tel: (0114) 243 9391

Fax: (0114) 261 1640

Email: enquiries@firvale.com

Website: www.firvale.com

Headteacher: Breffni Martin

Dear Applicant

Thank you for showing an interest in this post here at Fir Vale School.

I trust that the information pack will give you a sense of what Fir Vale School is about. We are passionate about learning, achievement, attainment and progress for all of our students. We want all staff and students to aspire to be the best they can be. This is a very successful school with opportunities for professional and personal fulfilment.

Fir Vale School provides an exciting and fulfilling challenge to dedicated, well-qualified professionals who believe in the philosophies of school improvement and school effectiveness.

Our success is achieved through quality provision, incorporating innovation and creating every possible opportunity for the young people.

I hope you feel inspired to want to join us. I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'B. Martin'.

Breffni Martin
Headteacher



General Information for Applicants

Our Vision:

*Inspiring learners to be aspirational independent citizens
who have the skills to contribute positively
to, and succeed in, an ever-changing world*

Fir Vale School was opened in September 1998 and has been on a journey of school improvement to provide high quality education for the local community. A 300 place extension was completed in 2011 providing a total of 1050 places to help meet local demand. On 1st November 2012, the school opened as an Academy – Fir Vale School Academy Trust. In 2013, students achieved the best ever results for the school with 53% of the Year 11 cohort achieving 5 A*-C including English and Maths at GCSE. In addition, the school won a national progress award in 2015 placing it in the top 10% of schools nationally.

School Population

Fir Vale is a popular school, which is full and oversubscribed. The majority of our cohort are from Pakistani heritage followed by Yemeni, Somali and Roma Slovak students, the multi ethnic intake reflects our diverse local community.

Our catchment area; Page Hall in particular, is home to one of the largest refugee and Roma migrant populations in the country. The rather unique nature of our surrounding area has caught attention on both a national and international level and is frequently the focus of news and documentary features in mainstream media. These pieces, the recent Channel 4 documentary 'Keeping Up with the Khans' as an example, often opens discourse on the issues that arise from such diverse populations. Fir Vale School has a large intake of Roma children, the majority of whom are new to English. Our cohort of Roma students has doubled every year for the past 6 years and currently stands at 187 students, 18.55% of our school. In addition, as a city of refuge, Fir Vale School regularly welcomes refugee children in to our family and we have recently started receiving Syrian child refugees escaping the conflict at home.

Whilst the school serves a deprived social-economic community with 37% of the students qualifying for a free school meal, the area is gradually being regenerated and our parents and carers have high levels of aspirations and expectations for their children and the school. Most of our students go on to 6th Form and academic study.

School Establishment

There are currently 120 staff in school. Teaching and Support staff alike are dedicated in supporting high quality learning outcomes for all. New staff must have the expertise and talent to play their part in this exciting school where there is a belief that education can make a fundamental difference to the life chances of young people.

The Senior Leadership Team have corporate responsibility and provide link line management for Directors and Leaders of Learning. In addition to the Headteacher, the Senior Leadership Team (SLT) has an Associate Headteacher, Deputy Headteacher, four Assistant Headteachers and a

School Business Manager. The SLT also has 2 Associate Assistant Headteachers who are senior middle leaders developing their skills for senior management. Strong emphasis is placed on further individual professional development and all middle leaders are expected to contribute to policy formation and implementation in specific curriculum areas and on whole school issues and developments. Teaching and learning which promotes high level student achievement is the core business.

Staff within the school are encouraged to take the initiative and to develop individual ideas and are expected to contribute to the wide range of extra-curricular activities on offer for students, before school, after school, weekends and during school holidays.

Premises

In September 2001 the school began the academic year in a new £15 million purpose built flagship school building which is a design, build and maintain concept under a Private Finance Initiative with Sheffield LA. An additional 300 place extension was completed in 2011 to accommodate an increase in the places available for Year 7 from 150 to 210 per year. This is an inspiring and stimulating building in which to work.

The curriculum is delivered in specialist suites of rooms; each teaching room being equipped with an interactive whiteboard. The state of the art premises has full ICT network access with over 200 desktop PC's and class sets of laptops and iPads, utilising wireless connectivity. ICT resources are further enhanced following investment through the BSF ICT programme.

The Fir Vale Enterprise Centre officially opened in December 2007 and provides 'state of the art' facilities for student and community learning.

School Organisation

The school operates a five period (60 minutes) day and all students follow the National Curriculum. The school timetable comprises of 50 one hour lessons over a two-week timetable. Students are set from year 7 and the school places a high priority on tracking student progress and ensuring the fulfilling of individuals' potential. A guidance programme is in place and complements an extended core provision for Key Stage 4 students. An indication of our determination and commitment to raising standards and the attainment of our students.

The school encourages a positive ethos, raising students' self-esteem and confidence. There are a number of systems of rewards and incentives which acknowledge attendance, punctuality, good social and academic behaviour.

Governors and parents play an active role within the school community and this is reflected in the interest and supportive attitude of parents. This support and belief in the school's future is also reflected in the number of students applying for entry to the school in year 7. Projected numbers (477 for 2017-18) continue to give encouragement and a great emphasis is placed on building strong, mutually beneficial curriculum links with the main partner primary schools.

14-19 Provision

The school has worked closely with other schools in the North East of the city in developing the 14-19 year old education provision, which involves us in the cluster along with representatives from the FE/HE Sectors and the Local Authority. We see the transition from 14+ as a seamless progression suited to the needs of the individual student. The opportunities that will continue to

arise from this close co-operation are boundless. Longley Park Sixth Form College opened in September 2004 and Hillsborough College opened in 2005 providing a high quality local post 16 provision for students.

Strategic Development

The school is continually seeking to raise standards and develop further within the context of innovation and diversity. As Sheffield's first specialist school for Business and Enterprise the school played a pivotal role in regeneration and lifelong learning. Although this status is no longer in place the school chose to continue the skills and links generated by the original specialism. In 2013, the school became a Microsoft IT Academy to enhance the provision for individuals and the local business community.

The school works in close collaboration with its 'Family of Schools' comprising of six primary schools as well as positive working partnerships and projects with other secondary schools in Sheffield.

Fir Vale Community and Parent Partnership

The vital contribution by parents and carers to the education of the young people is acknowledged as a key aspect toward achieving success. There is fantastic support for the school from parents and the local community. A newly formed group – Fir Vale Community and Parents Partnership aims to develop links and provide opportunities for parents and carers to be involved in the life of the school on an informal basis.

Consideration of employment at Fir Vale School

We are fully committed to safeguarding and promoting the welfare and safety of young people and expect all staff and volunteers to share in this commitment. An enhanced DBS check is required for all posts.

Governors appreciate the commitment and support for students by all staff and gives consideration to work/life balance to maintain a happy school with a very calm and cohesive environment. In addition to access to a range of professional development opportunities, a package of benefits for all employees has been established and currently includes:

- Salary sacrifice car scheme
- Childcare vouchers
- Cycle to work scheme
- Computer scheme
- Mobile phone scheme

Our expectations are high, at the heart of the school are the students and our mission is to provide them all with the highest standards of teaching and the very best learning opportunities, in order to enable each and every one of them to "make their dreams a reality".

Breffní Martin
Headteacher

Method of Application

1. We will only accept applications on a Fir Vale School application form. Curriculum Vitae are not accepted.
2. The statement in your application to focus on:
 - Candidate's previous experience which will help in successfully undertaking the role of **Finance Manager**.
 - Previous personnel and finance management experience
 - Ability to produce financial management reports
3. Telephone enquiries to Mrs Paula Barker, Admin & HR Manager on (0114) 243 9391. **An informal conversation with Robert Sidebottom, School Business Manager is highly recommended.**
4. Completed application forms to be returned to:

Mrs P Barker
Admin & HR Manager
Fir Vale School
Owler Lane
Sheffield
S4 8GB

Or by email to: recruitment@firvale.com
5. Closing date: **Sunday 23rd April 2017**
Interview date: **TBC**
6. The school operates a NO SMOKING policy on site.
7. Interviews - Candidates invited to interview will:
 - (a) Have the opportunity to visit the school, meeting students and staff
 - (b) Written test
 - (c) Have a formal individual session with a selection panel.

JOB DESCRIPTION

Post Title: Temporary Finance Manager (Maternity Cover)

Hours of Work: 37 hrs per week, 41 or 52 weeks per year (negotiable)

Scale: Grade 7 (£28, 203 – £32, 164) Pro Rata

Responsible to: School Business Manager

Responsible for: Finance Department

- a. Undertaking financial transactions for the school accounts
- b. Produce management information including budget monitoring statements
- c. Issues of whole school organisation
- d. Other duties following agreement with the Headteacher

a. Undertaking financial transactions for the school accounts

- Ensure robust system for placing orders for goods and services
- Maintain and develop the school accounting system using the financial management package
- Oversee payments, petty cash and income
- Oversee the completion of an accurate register of assets and inventory
- Undertake the monthly reconciliation of the Academy accounts
- Monitor expenditure on payroll and service accounts
- To reconcile the monthly payroll printouts against budget spreadsheets and liaise with payroll about any discrepancies
- Prepare returns in line with the Academy Scheme for Financial Management
- Maintain records in connection with insurance policies
- Prepare records for financial audit
- Oversee the School Fund Account
- Ensure system in place for the sale of school uniform and stationery items
- Maintain a strategic finance role and be supported with day-to-day finance work
- Monitor use of the Business Charge card
- Liaise with suppliers and negotiate contracts for the procurement of goods and services
- Ensure accurate compilation of VAT reimbursement claims
- Undertake Financial End of year closedown

b. Provide management information including budget monitoring statements

- Complete statutory returns for submission to external bodies
- Produce regular budget monitoring reports for Senior Leadership Team, Heads of Faculties/ Departments, Project Co-ordinators and Governors
- Maintain records in respect of externally funded initiatives
- Assist in the preparation of the school budget
- Recharge central costs and provide information to budget holders
- Attend meetings to report on budget monitoring information
- Liaise with personnel from the EFA and external parties in respect of financial matters
- To guide colleagues in relation to best value practice and efficient use of public monies
- Liaise with external auditors
- Assist the Business Manager to meet requirements of the Funding Agreement and Academies Financial Handbook

c. Issues of whole school organisation

- Ensure systems are in place for archive and disposal of school records
- Assistant with general office work as may be required by the Admin & HR Manager

d. Other duties following agreement with the Headteacher

- Any other duty as may be reasonably required in agreement with the Headteacher

FIR VALE SCHOOL ACADEMY TRUST

Person Specification for Finance Manager

ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS		
<ul style="list-style-type: none"> • Level 4 (NQF) qualification in Financial Management and/or equivalent experience 	<ul style="list-style-type: none"> • CSBM • Financial Qualification • Degree or equivalent • Willing to undertake further professional development 	<p>Application Form</p> <p>Interview</p>
SKILLS/KNOWLEDGE/EXPERIENCE		
<ul style="list-style-type: none"> • Highly developed inter-personal and communications skills • Exceptional planning and organisational skills • Experience of managing and motivating a team • A caring, positive attitude towards student welfare • Able to maintain trust and confidentiality where appropriate • High level IT skills • Able to manage own time effectively and contribute to the resolution of problems • Understanding of financial procedures required for an Academy • Experience of using budget management software 	<ul style="list-style-type: none"> • Experience of working within a school • Understanding of equal opportunities • Understanding of the challenges of an 11-16 inner city school • Knowledge of SIMS package 	<p>Application form</p> <p>Interview</p> <p>References</p>
WORK RELATED CIRCUMSTANCES		
<ul style="list-style-type: none"> • Flexible and prepared to work outside school hours in response to the needs of the school and its users 		<p>Application form</p> <p>Interview</p> <p>References</p>
PERSONAL QUALITIES		
<ul style="list-style-type: none"> • Energy, imagination and personal commitment • Ability to adapt to changing workloads and work under pressure • Self-motivated and ability to motivate others • Ability to maintain personal presentation that sets high standard for students • To work within the spirit of School Policies on Equal opportunities, Child Protection, Health and Safety, Finance, Smoking etc. • Flexible team worker • Sense of humour • Ability to form and maintain appropriate relationships and personal boundaries with young people 		<p>Application form</p> <p>Interview</p> <p>References</p>

Further Information about the Finance Department

Since converting to an Academy in 2012 the workload of the Finance Team has increased dramatically with increased emphasis on accounting procedures to bring the school in line with other limited companies and the guidelines of the Education Funding Agency. The emphasis of the team's work is Value for Money.

The Finance Team is made up of the Finance Manager, Finance Officer and Finance Assistant, all of whom have specific areas of responsibility to maintain proper segregation of duties.