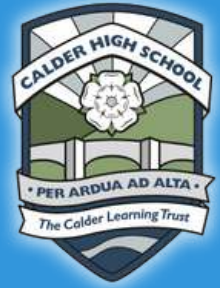


NEW VACANCY

The Calder Learning Trust



Finance Assistant

Everybody, Everyday

Located within the beautiful Calder Valley, West Yorkshire

Start date: As soon as possible

Scale: SCP 7-11, £25,584-£27,269, 37 hours per week,
term time only plus 10 days

Care, Commitment, Courage



Completed applications should be returned to hr@calderlearningtrust.com

Closing date: Sunday 16 March 2025

Interviews: To be confirmed

Welcome from the Headteacher



The Calder Learning Trust is an all-through school, providing an excellent standard of education for students from 4 – 16 years. There are two phases to our school: Calder Primary School for ages 4 – 11 and Calder High School for ages 11 – 16. Whilst each phase is distinct, they blend seamlessly into one learning community, offering fantastic opportunities for all our students.

Located in the heart of Pennine Yorkshire, in the village of Mytholmroyd, approximately six miles west of Halifax, The Calder Learning Trust serves the Calder Valley community stretching from Halifax through Luddendenfoot, then Mytholmroyd, and beyond to the town of Hebden Bridge and the border of Todmorden. It is ideally situated both close to the countryside and with easy transport links to towns and cities for varied learning opportunities outside the classroom.

We aim for our students from Reception to Year 11 to become confident, responsible and articulate young people, supported within and beyond the curriculum and engaging in the fantastic range of opportunities available. These include The Duke of Edinburgh award, sporting events and competitions and Expressive Arts.

Our school values are 'Care, Commitment, Courage' and are woven through all that we do. Here at The Calder Learning Trust we aim for 'Everybody, Everyday' to be and do their very best so that they can realise their dreams and aspirations and we look forward to welcoming you to our school and offering you the opportunity to take an assisted tour.

Mr A Guise Executive Headteacher at The Calder Learning Trust and CEO of Pennine Alliance Learning Trust





Prime Objectives of the Post

- The post holder will provide effective support of financial administration for staff and the school under the direction of the Finance Manager.
- Provide an efficient service to ensure all orders, invoices and other financial transactions are on the finance system.
- Responsible for the day to day running of the Parent Pay system.

The Calder Learning Trust employs rolling recruitment methodologies, with shortlisting and interviews for some roles taking place as and when applications are received.

This may mean that some roles are recruited before the closing date, and therefore advise that applications are made without undue delay.

Responsible to: Finance Manager

Liasing With: Senior Leadership Team, Teaching Staff, Admin staff, Support staff and Pastoral Staff within the Trust and at other schools.





General Responsibilities

- To administer and process all payments for school trips and visits
- Assist budget holders and staff with all financial aspects of their role
- To process orders and receive and distribute supplies
- Process invoices and liaise with suppliers with any enquiries and disputes
- Reconcile the monthly bank statement
- To monitor department expenditure when placing orders on the system and highlight any issues
- To maintain records for audit and assist in the preparation for an audit visit
- To administer the ParentPay system:
 - assist parents and students with setting up and managing accounts
 - update the ParentPay system with authorised trips & report to trip lead
 - liaise with parents for outstanding monies due
 - first point of contact for all enquiries regarding payment, refunds and meal enquiries
- Filing of accounts documents in the appropriate manner and in line with Data Protection, GDPR and legal requirements
- Cash – count and bank any cash from fundraising etc.
- Manage the Petty Cash system
- To set up and maintain spreadsheets
- Process journals on the finance system
- To ensure all financial procedures are consistently complied with
- Assist with preparation of year end accounts

Additional Note

- This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.



Job Description



Staff Benefits

- **Wellbeing:** We subscribe to the Schools Advisory Service (<https://schooladvice.co.uk/>) to support staff with a variety of services such as online gyms, medical support and counselling
- **CPD:** we have an extensive development programme both internally and externally to support your professional development whilst you are employed by the Trust
- **Sustainability:** We have electric charging ports to support our commitment to the environment, good local transport networks including bus and rail and we are part of the Calderdale Cycle to Work Scheme
- **Priority places:** for children of staff at both Calder Primary and Calder High Schools as part of our Admissions Policy
- **Childcare Vouchers** to support staff getting back to work
- **Staff clubs** such as Staff Sketch Club, Staff Book Club and various other initiatives



Person Specification



Education & Qualifications

	ESSENTIAL	DESIRED	ASSESSMENT
GCSE English and Maths at Grade C or above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Administrative/Financial qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A,I

Experience

Experience of Financial procedures, systems and processes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Microsoft Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,I
Microsoft Word	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,R,I
Worked as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,R,I
Experience of delivering excellent customer service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A,R,I
Working within schools, academies or office environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A,R,I
Parent Pay systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A,R,I

Person Specification



Personal Attributes

Resilience, the ability to work under pressure and be able to meet deadlines	✓		A,R,I
Ability to work constructively as part of a team and as an individual	✓		A,R,I
Excellent communication skills (including written, oral and presentation skills)	✓		A,R,I
Understands the importance of confidentiality	✓		A,R,I
Ability to use IT at a level commensurate with the role	✓		A,R,I
Flexibility	✓		A,R,I
Professional and responsive attitude and behaviour towards colleagues, students and external agencies	✓		A,R,I
Ability to motivate and develop self	✓		A,R,I
Good organisational skills with the ability to plan and prioritise	✓		A,R,I
A commitment to safeguarding and promoting the welfare of children and young people	✓		A,R,I
A commitment to the Trust's vision, values, aims and its objectives	✓		A,R,I

Code for Assessment

A - Application I - Interview C - Certificates R - References

This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.



Everybody, Everyday



We look forward to receiving your application

The Calder Learning Trust
Brier Hey Lane
Mytholmroyd
Hebden Bridge
West Yorkshire
HX7 5QN

Tel: 01422 883213
Email for Applications: hr@calderlearningtrust.com
Website: www.calderlearningtrust.com

Facebook: The Calder Learning Trust
Twitter: @Calder_High @CalderPrimary