

ASSISTANT FINANCE OFFICER

INFORMATION BOOKLET

Introduction

Thank you for enquiring about our Assistant Finance Officer position. At Vandyke we believe that "Everyone Matters". Vandyke is a school with high expectations and a caring ethos. It has a 'special atmosphere' - one that visitors to the school often comment upon. This 'special atmosphere' is based on our emphasis on quality relationships: staff to staff, student to student and staff to student.

The successful candidate will be joining a thriving school with excellent facilities and resources.

The Role

Attached is a job description and person specification for the current Assistant Finance Officer role. Following appointment we will be reviewing the allocation of tasks within the Finance Team to ensure continuity of service and expand knowledge within the team.

Due to our current Assistant Finance Officer leaving after 15 years in post, we are looking to recruit a replacement for 28 hours per week during term-time, plus 28 hours on training days and/or during school holidays equivalent to one week of term-time hours.

There will be some flexibility around when the hours are worked; this will be discussed with shortlisted candidates at interview.

Previous School Finance experience would be an advantage but is not essential as full training will be given. Experience of basic bookkeeping/accounts would be beneficial.

The Team

We are a team of four Finance Staff; the Senior Finance & Personnel Officer, two Assistant Finance & Personnel Officers and one Assistant Finance Officer. Between us we process all the financial and personnel transactions for Vandyke Upper School and also the financial transactions for Gilbert Inglefield Academy. The Team is overseen by our School Business Manager.

Induction and Training

The successful candidate will receive induction, support and training during the first year from the following sources:

- line management by the Senior Finance & Personnel Officer
- Finance Team.
- induction course for new staff run by Vandyke
- Finance software training provided by Capita

Our School

Our students achieve very well, making very strong progress in all year groups and achieving excellent outcomes at GCSE and A Level. In 2016, 63% of students achieved A*-C in English and Maths with 99% of students achieving 5+ A*-G. 30% achieved the EBacc which is well above the national average. A Level outcomes were also impressive with a 99% pass-rate. ALPs score for A2 was '3' and at AS Alps is '3' i.e. sixth form students make excellent progress too.



On 10/11 March 2015, we had an Ofsted inspection that judged Vandyke overall to be a “good” school. The report states that “students are very proud of their academy. They behave well and display highly constructive attitudes to their learning.”

Our commitment to high standards and to regularly reviewing, evaluating and improving our practices is recognised in the many awards we hold. We are proud to hold Sportsmark and Artsmark Gold awards, in recognition of our commitment to Sport/PE and our outstanding programme of extra-curricular sport and performing arts activities. We also hold the International School Award, which recognises the depth and breadth of our commitment to the international dimension of our curriculum.

Facilities at Vandyke are excellent and include recently refurbished and developed areas such as a Theatre, Drama Studio, Dance Studio, Sports Hall, Sports Activity area, Music suite, Café, and Library/Study facilities.

As a successful and popular school, Vandyke was requested by Central Beds local authority to expand to accommodate additional students. This expansion programme has added a further 10 new classrooms and PE changing rooms increasing capacity to 1200 students. A further programme to provide a new Sixth Form centre and 12 new Science Labs is also planned and will bring the number on roll to 1500.

The Recruitment Process

To apply, please complete the application form in full, in accordance with the accompanying guidance notes, including a letter of application addressing why you are a suitable candidate and what you can bring to the post. CV applications will not be accepted, as the information provided on a CV may not be consistent with the information we require.

The closing date for applications is 12 noon on Thursday 13th July 2017.

Vandyke is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All shortlisted candidates will be required to bring proof of identity and original qualification certificates to the interview. The successful candidate will be required to complete an application for an Enhanced Disclosure from the Disclosures and Barring Service (DBS). Please refer to the separate information provided about the process and acceptable forms of identification.

All applicants are also required to confirm their eligibility to live and work in the UK. Please ensure one of the documents you produce to support your DBS application is also included on the enclosed list “Asylum and Immigration Act 1996” to satisfy this requirement.

Once we have received sufficient applications the job will close so if you are interested you are advised to apply immediately. If you are short-listed for interview, details will be sent to you via email to the address provided on your application form. You are therefore advised to check your email on a regular basis.