

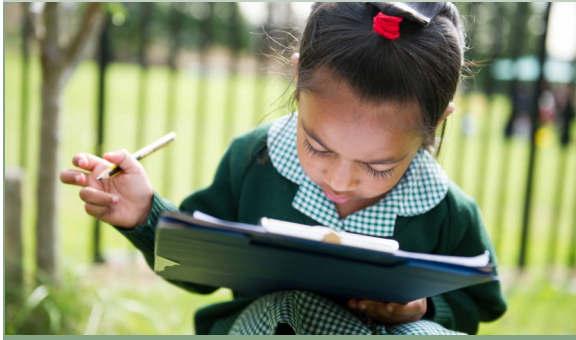
Green Lane Primary School



Recruitment Pack - Data & Finance Administrator

A proud member of





About our school

“The Home of Learning’

Green Lane Primary School became an academy in December 2016, as part of The Priestley Academy Trust. It is a larger than average three-form entry primary school situated in the inner-city. The community is an area with high levels of social and economic challenge. Almost all the pupils (99%) are from minority ethnic backgrounds, mainly of Pakistani and Bangladeshi heritage, with almost all pupils using English as an additional language. The school is welcoming increasing numbers of pupils from around the world, including Eastern Europe or those seeking asylum from countries in Africa.

Green Lane Primary School is home to two school led Resourced Provisions for Developmental Language Disorders (DLD) and Communication and Interaction Needs including Autism (CI including AS). The school runs a two-year old provision and nursery which is well attended by our school community.

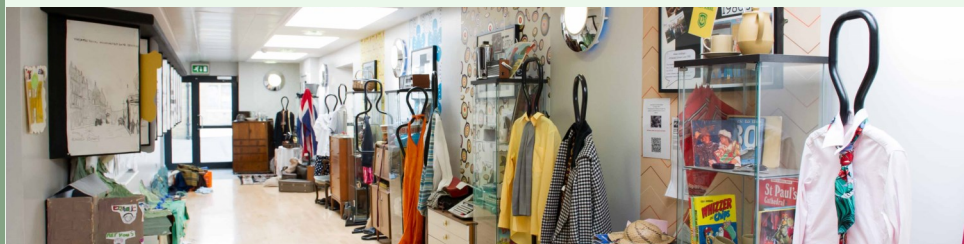
At Green Lane our children thrive in a happy, safe and purposeful environment. The school encourages a love of learning and welcomes new challenges.

Our pupils are polite, considerate and enthusiastic, especially about their learning experiences. They show a willingness to overcome any barriers they might face in laying the foundations for a successful future.

Being part of The Priestley Academy Trust enables the school to have autonomy with the added advantage of the support and challenge of a strong Trust.

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A message from our Executive Headteacher

Dear Applicant

Thank you for your interest in the post of Data & Finance Administrator at Green Lane Primary School.

We are extremely proud of the achievements of the children and staff at our school and we welcome your application as someone who would like to be part of our leadership team.

The successful candidate will join a team of dedicated staff, who strive to support school leaders in their aim to raise academic standards whilst developing the character and independence of our pupils. We live in an ever-changing world and we want to make sure that our pupils have the skills and knowledge necessary to be successful in it.

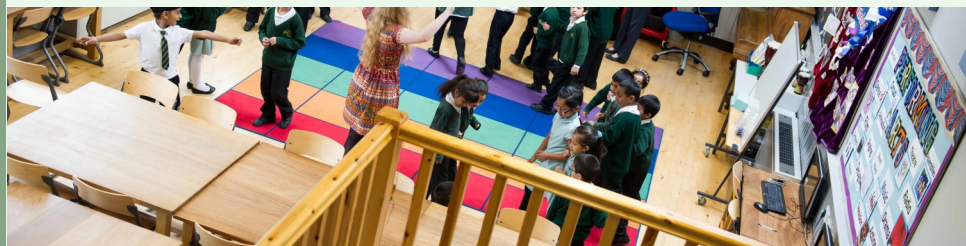
The Local Governing Board, alongside our colleagues across The Priestley Academy Trust, share our ethos and vision and they are proud to support the school in continuously seeking improvement and excellence for all.

I hope this will inspire you to apply for this exciting opportunity and I look forward to receiving your application. Information on how to apply or to arrange an informal chat/visit to the school can be found later in this document.

Yours sincerely

Bryan Harrison
Executive Headteacher

“At our school we feel we are part of a strong learning family”



Respect

At the heart of our schools, respect underpins everyone's behaviour.

Responsibility

At The Priestley Academy Trust we ensure our pupils take responsibility for their own actions in order to fulfil their potential.

Excellence

Our aim is for all of our pupils to achieve academic excellence from their first day in one of our schools.

Compassion

All our pupils and staff will be compassionate towards all those attending or involved with The Priestley Academy Trust.

Collaboration

Sharing best practice to help ensure our pupils get the best possible education.



About

The Priestley Academy Trust

The Priestley Academy Trust was formed to create a local solution in providing outstanding education and to enable our schools to work together to increase our capacity for embedding and sustaining real school improvement for the benefit of our learners.

Our five core values are respect, responsibility, excellence, compassion and collaboration.

The Trust's mission is to develop all our pupils as both academic and well rounded, independent young people, equipped with the understanding, attitudes, skills and behaviours necessary to succeed in life. We will strive to ensure that they are prepared to succeed in secondary school, higher education, employment and their family and community life.

Our Schools

Academy Name	Headteacher/Head of School	Pupil Numbers	% eligible for FSM
Atlas Community Primary	Lisa Simpson	233	42.7
Green Lane Primary	Jane Townend	687	35.5
Lilycroft Primary	Leah Florence	420	39.1
Margaret McMillan Primary	Richard Walker	633	30.1
Miriam Lord Primary School	Steven Young	404	34.0
Westbourne Primary	Joanne Marwood	451	37.8

Please note that Bryan Harrison is Executive Headteacher of Green Lane and Miriam Lord Primary Schools.



Administration post

Green Lane Primary School

Data & Finance Administrator

SCP6-11

37 hours per week
Term Time Only

The Priestley Academy Trust is a collaboration of six primary schools close to the city centre of Bradford, West Yorkshire.

We are a dedicated and hardworking Trust and we aim to be at the forefront of new initiatives to raise standards and broaden the range of experiences for our pupils.

We are now looking for a Data & Finance Administrator at Green Lane Primary School in order to complement the existing office team.

We are looking to appoint an experienced administrator to work closely with the Office Manager and Senior Leaders. The main aim of the role is to provide an efficient service in terms of data and finance, ensuring all Trust policies and procedures are adhered to. This role involves raising purchase orders, obtaining quotations/negotiating prices, inputting invoices etc as well as other administrative duties as required.

We can offer:

- a supportive and experienced leadership team
- an exciting and innovative place to work
- a dedicated and friendly team of staff

The successful applicants will:

- hold an NVQ Level 3 or equivalent experience
- minimum of GCSE in English and mathematics or equivalent
- have the ability to work to strict deadlines

If you feel you would like to join our very successful, friendly and supportive Trust we would love to hear from you.

To book a visit, or have a conversation regarding the role, please contact louise.watson@priestley.academy

All posts are subject to vetting and recruitment checks, including a satisfactory enhanced disclosure from the DBS.

Closing date: Noon Thursday 2 May 2024 Interviews: Wednesday 22 May 2024



Be the Change - www.priestley.academy

Job Description

Data & Finance Administrator

Salary:	SCP6-11
Reporting to:	Office Manager
Supervisory Responsibilities:	None
Location:	Green Lane Primary School

Job Description

Main purpose of the job:

- ◆ To administer accurate assessment pupil data and support the administration team with additional duties. This may involve reception duties, raising orders and invoices and general office work. High skill levels of Excel and Word are essential

Key Activities/Responsibilities

Organisation

- ◆ Assist in the collection, processing, analysis and reporting of school data and information (eg assessment and progress data)
- ◆ Preparation of bespoke reports in the Trust MIS system as required
- ◆ Compile the data for the pupil and workforce census (working with other colleagues as required), and the end of year procedure for pupils
- ◆ Undertake hospitality as and when required including setting up meeting rooms, organising refreshments etc

Administration

- ◆ Implement, maintain and update spreadsheets and the school's management information systems as required
- ◆ Undertake general administrative duties as required (including but not limited to typing, filing, reception cover)

Finance

- ◆ Raise purchase orders on the school's finance system, adhering to strict financial guidelines
- ◆ Input invoices onto the school's finance system checking any queries etc as directed by the Office Manager
- ◆ Research suppliers and source items
- ◆ Assist the Office Manager with financial returns (eg milk)

Resources

- ◆ Operate relevant equipment/ICT packages/information systems (eg Microsoft Office, MIS, e-mail, internet etc)
- ◆ Provide advice and guidance to staff, pupils, parents/carers and others

Support for the School

- ◆ Be aware of and comply with the school and Trust policies relating to child protection, health and safety, confidentiality and data protection
- ◆ Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- ◆ Contribute to the development of a positive inclusive ethos
- ◆ Establish constructive relationships and communicate with other professionals to support the achievement and progress of pupils including but not limited to: internal at all levels, parents/carers, governors, local authority, contractors, external agencies

Range of decision making

- ◆ To make decisions within established working practices and procedures
- ◆ Has a good working knowledge of techniques for solving problems within own role, following procedures where required
- ◆ Considers the impact of others when prioritising and completing tasks
- ◆ Knows own limits on decision making and when to refer to a higher authority
- ◆ Make decisions on informed judgements
- ◆ The post holder will be expected to use good common sense and initiative in all matters relating to:
 - * The conduct and behavior of individuals, groups of pupils and whole classes
 - * The correct use of care of materials by individual and small groups of pupils
 - * The safety, mobility (if required) and hygiene and well-being of pupils

Responsibility for assets, materials etc

- ◆ General responsibility for the care of all equipment within the designated area of the school

Specific conditions of service

- ◆ The post holder may be asked to work up to 2 weeks out of term time in any school year, for which there will be extra remuneration
- ◆ Contribute to the development of a positive inclusive ethos in terms of behavior and dress

Person Specification

Essential Requirements	Form of Assessment
Qualifications and Training	
1. Minimum of GCSE English and Mathematics at Grade C or above (or equivalent)	Application form
2. NVQ Level 3 or equivalent or experience in a relevant discipline	Application form
Knowledge	
3. This is a public facing role and therefore is necessary to be able to demonstrate fluency and proficiency in spoken English. To be able to converse at ease with members of the public (including children) and provide guidance and advice in accurate spoken English.	
4. Experience of general office work including reception, switchboard and typing/ word processing	Application form/ interview/test
5. Good literacy and numeracy skills	Application form/ interview/test
6. Good communication skills including telephone/reception skills	Interview/test
7. Use of office machinery and able to undertake basic maintenance routines	Application form/ interview/test
8. Experience in the use of databases and other software packages with a high level of word processing/typing skills eg Microsoft Office, MIS	Application form/ interview/test
9. Have a neat and organised approach to work	Application form interview/test
10. Be willing, courteous and able to work both using your own initiative and in a team	Interview/test
11. Respect confidentiality	Application form/ interview/test
Experience	
12. Minimum of 2 years' experience of the following: <ul style="list-style-type: none"> ◆ Using Microsoft Office with good IT skills ◆ Experience of working in an office environment (preferably within a school) to include development, management and operation of administrative systems 	Application form/ interview/test

Person Specification

13.	Experience in dealing with financial matters.	Application form/ interview
Disposition and Attitude		
14.	Ability to relate well to pupils and adults	Application form/ interview
15.	Work constructively as part of a team	Application form/ interview
16.	Demonstrate good co-operative, interpersonal and effective listening skills	Application form/ interview
17.	Good sense of humour	Application form/ interview
18.	Flexibility and willingness to accept change	Application form/ interview
19.	Approachable, courteous and able to present a positive image of the school to callers and visitors	Application form/ interview
20.	Maintain confidentiality in matters relating to the school, its pupils, parents and carers	Application form/ interview
Other		
21.	Willing to undertake further professional training as appropriate	Application form/ interview
22.	Will not require holiday leave during term time.	Application form/ interview
23.	Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)	Application form/ interview
24.	No contra-indications in personal background or criminal record indicating unsuitability to work with children/people/vulnerable clients/finance (DBS check required)	Application form/ interview
25.	Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the most up-to-date Disability Discrimination Act	Application form/ interview
26.	Ability to cope with requirements of the post	Application form/ interview



Selection process guidance

Our aim is to ensure that we recruit the right person for the job. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any anomalies.

We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to schools

Visits to our school are warmly welcomed by prior arrangement. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed. All applications should be submitted via [Vacancies - FaceEd \(face-ed.co.uk\)](https://www.face-ed.co.uk). Please ensure you demonstrate how your experience and skills make you suitable for the position and fill in all parts of the form.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. Candidates who best meet the person specification will be invited to an interview. We will notify you by email. If you do not hear from us, you have not been successful at this stage.

Reference

We request references for all candidates and your first reference should be your current or last employer.





Selection process guidance

Interview day

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of employment

We will make you a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is conditional and made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Satisfactory online checks
- Provision of proof of identity and qualifications

Key dates

Closing date: 2 May 2024, 12 noon

Interviews: 22 May 2024

How to contact us

Via email to tracey.parry@priestley.academy





How to apply

If you wish to apply for the post of Data & Finance Administrator at Green Lane Primary School, please complete the application form accessible via the link below, outlining how you meet the criteria assessed at application stage on the job description and person specification.

Your application may be accompanied by a letter, no longer than two sides of A4. In your letter of application outline your reasons for applying for the post and give an indication of what you can offer our school.

We would request that you provide details of daytime and evening contact numbers and email addresses for use should you be called for interview.

The closing date for applications is Thursday 2 May 2024 at 12 noon

You will be informed at the earliest opportunity if your application has been unsuccessful.

Interviews will take place on Wednesday 22 May 2024

To arrange an informal discussion about the post or arrange a visit to the school please contact Louise Watson on 01274 774644.

Applications should be completed via:

[Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Thank you for your interest in our post. We look forward to receiving your application.

*We continue to learn from
the past to prepare our
children for the future.*



Be the change

How to find us



Be the change

Green Lane Primary School

Green Lane
Bradford

BD8 8HT

