



**Senior Finance Officer**

**Required to start as soon as possible.**

**Band 8 SCP 17 - 22**

**37 hours Per Week TTO Plus 1 Week**

**FTE £26,845 (£23,194 TTO) – FTE £29,439 (£25,435 TTO)**

Bradford Girls' Grammar School

Squire Lane, BD9 6RB

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## 1. Introduction from the Principal



Thank you for the interest you have shown in the post of Senior Finance Officer at Bradford Girls' Grammar School & Lady Royd Primary School. This is an excellent opportunity to join our dynamic team.

Bradford Girls' Grammar School is a heavily oversubscribed through-school of around a thousand students, located in the outskirts of Bradford city centre. Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013 and now takes both girls and boys into its primary school, Lady Royd Primary. The Senior School has remained a girls' school.

I was appointed in September 2020 and I am delighted to have joined a school with such a strong history of success, and yet with so much potential for further improvement. The results have consistently been significantly well above national at Key Stage 4 and all students attain well and make excellent progress. We were delighted that, in 2022, our history of academic excellence was maintained despite students having undergone the challenges throughout the pandemic.

There are many other strengths of the school; teaching quality is good across many subjects leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos. Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform. Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

It should be noted that in May 2022 the school was inspected by Ofsted and the school has now moved from Serious Weaknesses to Requires Improvement and confirmed that we have a good understanding of the school's strengths and weaknesses. This places us in a strong position to continue to drive forward on our plans. We are pleased Ofsted noted the improvements made to our leadership strategy and that 'leaders create an inclusive environment across the whole school' We are happy to report this was also supported by pupils who said they 'feel safe' and 'free to be themselves at school' Further, we welcome reports that inspectors found 'most staff are proud to work at the school' and that 'new initiatives are making things better'. Our teachers and support staff are the lifeblood of our school therefore, ensuring a supportive and positive workplace remains a top priority.

Our school is expanding to better meet the needs of the locality. We now have an intake of five forms (145 students) into Year 7. These students are drawn from Lady Royd Primary, siblings, and by way of a fair banding process from across Bradford. We no longer have selective entry; our student intake is truly comprehensive.

We are aiming to be a beacon of success and every indicator we have indicates that we will achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy. Our staff show exceptional dedication and commitment to our students. Relationships in the school are extremely strong and staff morale is excellent. Staff enjoy working here and we pride ourselves in the care and support that we give one another. As a result, there is a real team spirit in the school and people enjoy being part of our school community.

The quality of education is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent. We are privileged to be a through-school, and so a key focus for 2023 is to embed our coherent, meaningful, and enriching 4-16 pathway.



The Senior Leadership Team consists of the following positions:

- Principal
- Head Lady Royd
- Vice Principal Quality of Education
- Senior Leader Behaviour
- Senior Leader Personal Development
- Senior Leader Mathematics & CPD
- Senior Leader Science
- Senior Leader Safeguarding
- Senior Leader English & Literacy

Keeley Poole is the Headteacher of Lady Royd Primary and there are also the following SLT positions:

- Assistant Head
- Assistant Head Behaviour, SEND and Personal Development
- Early Years Leader
- English Leader – KS2 Leader
- Mathematics Leader – KS2 Leader
- Phonics Leader – KS1 Leader

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students on a daily basis. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

This clearly is an exciting time to join our school as we build on our strong foundations to become a modern forward-thinking centre of excellence. If you would like to join our team, then please complete the application form. Any further details can be obtained from the school directly. I look forward to hearing from you.

**Clare Martin**  
**Principal**  
**Bradford Girls' Grammar School**



## 2. About BDAT

Bradford Girls' Grammar School is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

### General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at [www.bdat-academies.org](http://www.bdat-academies.org).

### Our Mission Statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

### Our growth

BDAT was established in 2012 to support both Primary and Secondary Church schools needing support within an academy model. As of February 2021, the BDAT family of schools consists of 19 schools: fourteen primaries and five secondaries, for more information on BDAT, visit [www.bdat-academies.org](http://www.bdat-academies.org).

### Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

As a trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faiths, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.



### **3. OUTLINE JOB DESCRIPTION**

#### **REPORTING TO: Business Manager**

The following information is furnished to assist staff joining Bradford Girls' Grammar School and Lady Royd Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.

#### **PRIME OBJECTIVES OF THE POST**

To be responsible to the Business Manager for the provision of an efficient financial service to the School working to strict time schedules.

#### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES**

Line Management of the Finance Assistant.

#### **SUPERVISION AND GUIDANCE**

Responsible to the Business Manager referring complex issues for guidance but expected to work with minimal supervision and be proactive. May on occasion receive guidance from teaching staff on the preparation of documents and materials.

#### **RANGE OF DECISION MAKING**

- To make decisions within established working practices and procedures
- To exercise personal judgement and discretion within established practices and procedures to deal with confidential and sensitive issues appropriately.
- The post-holder will be expected to use good common sense and initiative in all matters relating to the prime objectives of the post.
- To ensure consistency and accuracy of information.

#### **RESPONSIBILITY FOR ASSETS, MATERIALS ETC.**

- Responsible for the handling, accounting, and banking of substantial amount of cash.
- To maintain the confidential nature of information relating to the school, staff, students, parents/carers and external partners.
- To be responsible for the safe keeping of computerised data; ensuring the requirements of the GDPR are met.



## **RANGE OF DUTIES:**

1. Place orders following checks for correctness/balances.
2. Pay invoices following checked correct.
3. Maintain PSF financial records on the admin system.
4. Liaise with suppliers and contractors.
5. Maintain manual-enabling account record.
6. Responsible for chequebook – writing cheques, paying-in book and Bank Signatory
7. Responsible for income – prepare invoices, cash, cheques, receipts, banking.
8. Maintain petty cash records and pay out petty cash.
9. Reconcile from bank statement.
10. Reconcile bank statement to tab and manual record, investigating discrepancies.
11. Issue monthly statements of expenditure to departments and deal with resulting queries.
12. Ensure Asset Register is completed and kept up to date on a regular basis
13. Vigilance for signs that students may be being abused and to report any suspicions to College's nominated co-ordinator or the Headteacher.
14. To support, uphold and contribute to the development of the College's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
15. May from time to time be required to undertake other duties commensurate with the grade level of responsibility defined in this job description.

**Special Conditions of Service:** Will not require leave of absence during term time

As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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#### 4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via the school website under the vacancies section or by following the link below:

[Bradford Girls' Grammar School - Vacancies \(bggs.com\)](http://bggs.com)

- **Closing date for applications: Tuesday 21<sup>st</sup> March 2023**
- **Interview date: Week Commencing 27<sup>th</sup> March 2023**

Appointments made are subject to an enhanced DBS check.

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors, and volunteers to share this commitment.

### Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> <li>• GCSE English and Math's at Grade C or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2/3 AAT</li> </ul>	Application Form and Sight of original certificates
Experience	<ul style="list-style-type: none"> <li>• Experience of working with accounts packages</li> <li>• Recent experience in public or private sector administration, using computerised management information systems</li> <li>• Cash handling experience</li> <li>• Strong skills in use of Microsoft Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with PSF</li> <li>• Experience of working with school fee payment system (e.g., Parent pay)</li> <li>• Experience of dealing with the public</li> <li>• Experience of dealing with children/young adults</li> <li>• Previous experience of working in a school environment</li> </ul>	Application Form, Interview, Test
Special Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of office methodologies (e.g. manual and electronic filing systems, correspondence files etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Academy procedures</li> </ul>	Application Form
Personal Circumstances	<ul style="list-style-type: none"> <li>• Able to work the specified hours of the post.</li> <li>• Will not require leave of absence during term time</li> <li>• Able to attend training courses as appropriate where the hours may vary from those specified for the post.</li> <li>• Good attendance and timekeeping.</li> <li>• Legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> </ul>		Interview Application Form  Application Form & references Passport confirming right of abode in the UK or official documentation containing National Insurance number

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Equal Opportunities	Candidates should indicate an acceptance of, and a commitment to, the principal of the College's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community.		Application Form Interview
Disposition and Adjustment	<ul style="list-style-type: none"> <li>• Able to cope with special pressure of school life.</li> <li>• Able to rationalise conflicting demands and pressure.</li> <li>• Flexible approach, dependable and loyal – ability to work within a small team and with a wide range of people.</li> </ul>		Interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> <li>• Good oral/written communication and numeracy skills.</li> <li>• Keyboard skills and ability to work with reasonable precision and speed.</li> <li>• Must demonstrate good inter-personal and listening skills.</li> <li>• Developed organisational skills.</li> </ul>		Application form Test Interview
Training	<ul style="list-style-type: none"> <li>• Commitment to own personal and professional development, being prepared to undertake training relevant to the post.</li> <li>• Evidence of further training in a range of computer applications and other relevant courses.</li> </ul>		Application Form Interview

### *Personnel Specification*

*This personnel specification described the job requirements on which the short listing and selection decision will be based. To be selected for an appointment you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria. To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.*

### *References and Police Checks*

*All offers of appointment will be subject to receipt of satisfactory references. Specified posts which involve substantial one to one access to children will be subject to a search of police criminal records and appointment to this post will be conditional upon confirmation by the police of information provided to us by the applicant.*

### *Equal Rights*

*Bradford is an equal rights employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the council's services.*