



NORTHAMPTON PRIMARY  
ACADEMY TRUST PARTNERSHIP

**Finance Administration Assistant**



## Welcome from the Chair of Trustees

We are delighted that you are interested in applying for a position at the Northampton Primary Academy Trust (NPAT).

The Northampton Primary Academy Trust Partnership (NPAT) was founded in August 2012 and was built on the vision of five Head teachers to bring together like-minded schools to provide quality first teaching and learning to all children across member schools, delivered and supported by passionate personnel of the highest professional calibre. Our member schools come in many shapes and sizes, from small to large, split site primaries, and cover a diverse geographical range and socio-economic mix.

Our vision is to achieve 'educational excellence; creating opportunities and enriching lives'. To achieve this, our mission is to develop a Multi-Academy Trust of highly effective and sustainable schools. NPAT schools all share a common vision and are committed to the NPAT values, whilst retaining the freedom to innovate and develop their own identity and character.

The Trust is built on the principle of synergy; that a collaboration of vibrant and successful schools can achieve collectively what a single school couldn't achieve alone. NPAT improves our schools using teamwork and innovation through partnership working that brings together children, parents, teachers, governors and school leaders.

From the original five schools we have seen progressive growth, with eleven schools currently on board. Whilst we grow in size, the Trustees and Executive Team are keen to ensure that we retain the values and ethos upon which our Trust was originally built.

Joining our Trust will mean that you will benefit from excellent opportunities to learn and further your career, through strong collaboration and good career progression opportunities across our school network, and you will have great fun along the way.

We are on an amazing journey and we would be delighted to welcome you on board to be an integral part of it.

Thank you

Jeremy Stockdale

## Dear Applicant

Thank you for your interest in furthering your career at Northampton Primary Academy Trust. We aim to appoint and retain the highest calibre of staff at all levels. We work hard to ensure that our staff have every opportunity to develop as professionals throughout their career.

We are committed to developing the best working practices for our staff and ensure that staff working conditions, workload and well-being are at the heart of our thinking.

**Our NPAT Staff Pledge** shows our ongoing commitment to our workforce and we try to ensure that anyone working in an NPAT schools can expect:

- A fair and reasonable workload.
- High quality training and CPD opportunities that meet the needs of individual members.
- A fair pay and reward package at least equal to the national agreement for teachers, and the Local Authority pay scale for support staff.
- Support and incentive to ensure positive well-being.
- Higher priority placement in the school that you work at for the admission of staff children.

NPAT is committed to providing the most innovative, creative and inclusive education possible. We pride ourselves on high expectations and outcomes for our children through a curriculum which is aimed at nurturing the whole child academically and personally.

We are committed to the personal and professional development of our staff, offering innovative, collaborative and supportive approaches to training and development courses in priority areas. We are always keen to hear about the professional needs of our staff, so please feel free to let us know of any areas that you feel we could support you with.

NPAT always aims to be at the forefront of the latest educational thinking and research, including our current work on curriculum development which will provide clarity to teachers about wider curriculum content so that their valuable time can be spent concentrating on delivery and personalising this to meet the needs of their learners. We aim to work with the very best educational researchers and give our staff every opportunity to hear the latest research evidence tied in to our education strategy and priorities.

We hope that you will join us in one of our NPAT schools and look forward to working closely with you.

Yours sincerely,

*Julia Kedwards, OBE*

**NPAT Chief Executive Officer**

**Follow us on Twitter:** @NPATrust, **Telephone/text:** NPAT Office 07741 654181

**Email:** [recruitment@npatschools.org](mailto:recruitment@npatschools.org), **Website:** <https://npatschools.org/index.php>

*"The Northampton Primary Academy Trust (NPAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, a health check, an enhanced DBS check and satisfactory references."*

## The Northampton Primary Academy Trust (NPAT)

NPAT was formed in 2012 by a group of five Northampton Schools who believed that by working together, they could achieve something truly special for children across Northampton Town. NPAT is now a collaboration of eleven schools representing 4350 fabulous children and 700 amazing staff. Our schools are:

Abington Vale Primary School

Blackthorn Primary School

East Hunsbury Primary School

Ecton Brook Primary School

Headlands Primary School

Lings Primary School

Rectory Farm Primary School

Simon de Senlis Primary School

Thorplands Primary School

Upton Meadows Primary School

Weston Favell Primary School

NPAT is driven by a vision of innovation, high aspiration and achievement, and a commitment to sport and the arts. This approach is encapsulated in our motto:

***'Achieving Extraordinary Things'***

NPAT schools all share a common vision - **to achieve educational excellence, create opportunities and enrich lives** - and are committed to shared principles and approaches whilst retaining the freedom to innovate and develop their own identity and character. Our schools span a range of communities and locations across the town, and we are able to offer staff opportunities to collaborate with others across the Trust.

The partnership is built on the principle of synergy; our collaboration of vibrant and diverse schools can collectively achieve more than a single school working alone. NPAT schools improve using collaboration and innovation through partnership working that brings together children, parents, teachers and school leaders, with the understanding that we are one organisation with many different sites:

***'My school is your school; your children are 'our' children.'***

Within the partnership, schools will have a range of strengths and needs and will be at different stages in their improvement journey. All schools are committed to an ethos of mutual support, sharing of best practice and cocreation of NPAT policies and curriculum approaches.

## A message from the Head Teacher at Thorplands Primary School

Thorplands is a one form entry primary school with a nursery going through an exciting period of change with a new leadership team. Our children are polite, respectful and keen to learn. We have a fantastic team of incredibly dedicated staff who believe children learn best when they are safe, heard and valued and we work hard to achieve this every day. We believe in building strong relationships with our whole school community and a key part of that is the face of the school office. You will be at the hub of communicating with parents, staff and children.

Set within the Eastern District of Northampton, our aim is to ensure that every child leaves us well prepared for their next stage of education, having experienced a rich curriculum with plenty of opportunities and experiences. This will be achieved through developing outstanding, research driven pedagogy in each class. We are committed to ensuring a rich and broad curriculum for all through our involvement in the Arts and Sport. As part of the Northampton Primary Academy Trust, Thorplands Primary is an exciting place to work; there are many opportunities to network across the Trust schools and take part in quality professional learning.

As a school, we focus on learning and teaching in a collaborative and supportive environment. We have a committed, professional and dedicated team who enjoy developing their practice to ensure the children receive the very best in each classroom. We believe in education for all and that includes the development of our wonderful staff team. Northampton Primary Academy Trust aims to achieve educational excellence; creating opportunities and enriching lives. This applies to our fabulous staff as well as our children!

Please come and visit us in action and see what a welcoming school we are.

Sam Mawer  
Headteacher

## Thorplands Primary School

### School Office Finance Administration Assistant

#### Job Description

**15 hours per week: 39 weeks per year**

**Monday to Friday 9:00am-12:00pm**

**Pay scale: D3 £18,562 Full time equivalent**

#### **Main Duties and Responsibilities;**

##### **Administrative and Reception**

- Greet visitors in a warm and welcoming manner, dealing with all enquiries in a helpful and informative manner or when necessary, referring queries to the relevant person.
- Checking DBS details where appropriate ensuring an appropriate form of identification is provided.
- Assist in the responsibility in ensuring the reception area is maintained, promoting a positive image of the school and to ensure that Health & Safety regulations are adhered to.
- Office duties including: assist with the SCR, upkeep of the school electronic diary, collate staff data and input onto SIMS, keep SIMS up to date with staff details and contracts;
- Carry out Staff ID checks and collect information for required DBS checks, and carry out checks when required
- Responsible for ensuring all staff data is kept up to date ready for workforce census
- Monitor attendance of pupils and work alongside the Family Support Worker.
- Oversee medication administration, monitoring expiry dates and letting parents know when new medication is required. Administer first aid/medication as needed.

##### **Finance Duties**

- To support the Finance Manager in the financial management of the school, ensuring compliance with NPAT policies and procedures.
- To be responsible for raising all purchase orders and preparing for approval, and processing orders with suppliers
- Fulfil stock requests from staff to ensure stock levels are adequate – liaise with the finance team to ensure best practice and value is achieved
- Respond to any invoice / delivery / PO and payment queries – liaise with suppliers
- Maintain the schools finance system, by inputting all invoices, statements and receipts and preparing for approval
- To assist the office team with the administration and recording of receipts for monies received for school trips
- Assisting the finance team with monitoring payments via ParentPay
- Liaise with parents/carers regarding any outstanding balance for clubs/trips
- Responsible for checking goods received against delivery note and order and distribute accordingly, ensuring all relevant paperwork is collated for processing.
- To undertake any other duties consistent with the purpose of the job.

### Person Specification

Factors	Essential	Desirable
<b>Attitude, Behaviour and Values</b>	<p>Strong interpersonal skills, including the ability to communicate warmly and effectively with visitors, including parents, and to deal sympathetically with children.</p> <p>The ability to liaise with people at all levels and relate to people from a wide range of backgrounds</p> <p>Good time management, good organisational skills and the ability to prioritise</p> <p>An understanding of the school's ethos and willingness to reflect it to all visitors to the school.</p> <p>The ability to work in a team</p> <p>The ability to work under pressure in a demanding and busy environment</p> <p>Well organised</p> <p>Confidence, enthusiasm, flexibility, and responsiveness to change, and a sense of humour.</p> <p>A desire to learn and work with all to promote the aims of the school.</p>	
<b>Qualifications and Further training</b>	<p>English GCSE or equivalent</p> <p>Maths GCSE or equivalent</p>	
<b>Experience</b>	<p>Previous secretarial / Office / Finance administration experience</p>	<p>Previous secretarial experience within a school</p> <p>Experience of cash handling</p> <p>Working within a busy office environment</p>
<b>Skills</b>	<p>Strong IT skills using Microsoft Office</p> <p>The ability to learn new IT packages</p>	<p>Working knowledge of Information Management systems (eg SIMS FMS)</p>

<b>Other Requirements</b>	The post holder must respect the confidentiality of all matters relating to the pupils, staff and Governors of Rectory Farm Primary School	
---------------------------	--	--

### Statement of Equality

Northampton Primary Academy Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

### Safeguarding

Nothing is more important than keeping all our children safe, especially the most vulnerable. The NPAT Partnership is fully committed to ensuring that children with SEND, those eligible for Pupil Premium funding and other vulnerable groups are able to achieve as highly as possible. Schools within the partnership will have the most rigorous and updated procedures and policies which help keep children in our care safe. We will ensure that all vulnerable groups of children achieve highly, when compared to their peers nationally, through the following measures:

- All schools will be subjected to an annual safeguarding audit
- All schools will hold the Inclusion Quality Mark (IQM)
- Behaviour and Safety of children will be outstanding in all our schools

Our Trust policy can be found here:

<https://npatschools.org/index.php/npat-information/safeguarding>

### How to Apply

To apply for this position, please complete the attached Trust Application Form and submit, together with a letter of application of no more than one side of A4 supporting your application. Visits to school are encouraged.

Please return by email to **Eleanor Alexander** [admin@thorplandsprimary.net](mailto:admin@thorplandsprimary.net)

Or post to:

Eleanor Alexander, Finance Manager, Thorplands Primary School, Farm Field Court, Thorplands, NN3 8AQ

Closing date: **Monday 29<sup>th</sup> March 2021 at 12pm.**

Interview date: **Thursday 1<sup>st</sup> April 2021**

