



Application Pack for the post of **Finance Manager** Full-Time, Permanent

Salary Range: £30,879 to £35,513 (subject to skills and experience)
Reporting to: Director of Finance & Resources



Finance & HR Manager

Thank you for your interest in the above post.



Dear Applicant,

Sandbach School is an 11-16 Comprehensive School for boys that has a co-educational Sixth Form. In September 2011 Sandbach School became one of the first 24 Free Schools, directly funded by the DfE and working autonomously from the Local Authority. It serves the communities of Sandbach, Haslington, Elworth and surrounding parishes in Cheshire East.

The school provides an inclusive education which goes well beyond curricular provision: blending traditions with innovation via both Year cohorts and a House system; prefects; peer-mentoring and a strong pupil voice in an active School Senate; Commemoration Day and Awards Ceremonies.

The range of extra-curricular provision is outstanding, encompassing sport, the Arts, Combined Cadet Force and myriad clubs and activities. Extra-curricular relations are used positively to enhance in-class dynamics.

We seek to recruit teaching and support staff with a philosophical commitment to outstanding comprehensive education both inside and outside the classroom. It is our belief that progress in all aspects of learning is affected by the quality of relationships forged within the school community, and that such relationships are unlikely to be maximised solely through the teaching situation. We recognise the entitlement of all pupils to a high quality and equality of experience, provision, care and support. To that end we endeavour to marry all that we see as best in education development with all that is desirable from the traditions of our past.

Our latest Ofsted report recognised the strength of our inclusive approach: "You have encouraged teachers and pupils to work together to deliver high quality leadership and education. Your staff feel valued, trusted and part of the school improvement process. Pupils are encouraged to engage with leadership in the school through the 'Senate'. You encourage elected pupils that make up the 'Senate' to evaluate the effectiveness of the school's work and contribute to further development of school policies."

Thank you for your interest in a position at Sandbach School. I hope you will be enthused by what you read. If your experience and qualifications match our job specification, and if your philosophy of education stands comfortably with the expectations of the School, particularly in terms of providing added value outside the classroom, then I warmly invite your application.

A handwritten signature in black ink, appearing to read 'SBs', written in a cursive style.

Sarah Burns
Headteacher

Sandbach School and the Community

There are currently 1500 students on roll at Sandbach School (inc. 250 in Sixth Form)

The School is one of two single sex High Schools serving the educational needs of Sandbach and its surrounding area.



Sandbach is a pleasant, thriving and expanding market town with over 20,000 inhabitants and excellent transport links:

- Manchester Airport c30 minutes
- Manchester City Centre c40 minutes
- Liverpool c60 minutes
- Regular Trains run from nearby Crewe train station to London (c140 minute journey time)

The town enjoys a strong community identity and within this Sandbach School is well supported; many families have current or historic connections with the school. The local Rugby Club

(Sandbach RUFC) was established as the Old Sandbachians Rugby club and the local hockey, football and cricket clubs all continue to closely associate with the school. The Old Sandbachians Association continues to support the school and meets regularly both locally and in London. Community expectations of the school are high.

The school benefits from a recently refurbished swimming pool (available for staff and student use) and runs a thriving local swim school accessed by residents from across the area. The school also has access to its own on-site fitness suite and weights room - also available for staff use. A new sand based synthetic hockey pitch was constructed in 2020.

Applicants from outside the South Cheshire Area will discover a range of housing of all types with opportunities to live in large local towns (Congleton, Nantwich, Alsager, Holmes Chapel, Crewe and Newcastle) or in small villages, or in rural isolation. South Cheshire and the neighbouring areas of North Staffordshire and Shropshire offer an enviable quality of life with a richness of social, cultural and recreational provision.

School History

Although Sandbach School was founded in 1677 as a Parish Charity, its present site near to the centre of town was not occupied until 1849, when George Gilbert Scott designed the impressive buildings which form the façade of the present and much extended School.

Building has continued at regular intervals, most recently in 2021 with the opening of the Dunning Arts Centre.

In 2011, we became a Free School and to date we operate as a stand-alone academy. Nevertheless, Sandbach School is fully committed to working in partnership with schools and community groups.



Sixth Form

Sandbach School Sixth Form is a dynamic and vibrant place where students are given the freedom and opportunities to develop as individuals as they make important steps towards Higher Education or employment.

Our Sixth Form has a tradition of balancing academic excellence with the best extra-curricular and leadership opportunities thus helping students to make the most of their time here. They are supported and guided along the way by dedicated and experienced staff who are there to provide them with the best possible experience.

Sixth Form Facilities



In 2019, the school purchased Sandbach House, which is a hub for our Sixth form. Situated across the road from the main site, the historic town-building houses social science and creative media classrooms, a large study space, a kitchen as well as sixth form offices.

Sandbach House allows our students to enjoy their own dedicated facility whilst still being a thriving part of the school environment.

Mission and Values



The core values of Sandbach School are those embodied in the School's motto and crest displayed on all uniform badges and school documentation. Such values are known, understood and should be practised by all members of the Sandbach School Community.

The Latin motto "Ut Severis Seges" broadly translates as "As you sow, so shall you reap" or the more you put into school life, the more you will get out of it. The crest of the Cheshire wheatsheaf suggests that care, nurturing and commitment are needed to achieve a harvest of quality. Applying both concepts to an all-boys comprehensive school, the values which the motto and crest encapsulate are:

- Commitment to excellence in all aspects of school life – "working hard and playing hard".
- Respect for self and others, combined with a responsibility and caring for all members of the school and its wider community.
- Integrity, honesty and open-ness in how every member of the school community operates.
- Encouragement of all to be creative, innovative and able to take initiative in order to develop every individual beyond their perceived potential.

Such values are regularly communicated, reinforced and celebrated in assemblies, performances, fixtures, formal documentation and the School's website.



Extra Curricular

The school runs an extensive programme of extra-curricular activities. Many activities change each term and information is regularly updated on our website.

At our most recent inspection Ofsted commented:

"The school's record of sporting prowess and pupils' strong cultural development has been sustained through a rich variety of extra-curricular activities. Those pupils that do not enjoy sports as much can access a wide range of clubs that take place regularly. These include drama club, band practice and the science, technology, engineering and mathematics (STEM) club." Ofsted

Please take a look at our website

XTRA
#GetInvolved

We aim to develop the compassion, aspiration and resilience of each student. When they leave us we want them to be at ease with themselves, to have a sense of self-worth, to have developed their talents and abilities and to be a valuable member of society.

Job Purpose

This is an exciting opportunity for an aspiring School Business Leader to work in a high achieving and growing school. The school operates its own in-house cleaning, site, grounds and catering teams. Through a subsidiary company the school also runs an extensive leisure and lettings operation which includes a swim school.

Reporting to the Director of Finance & Resources, the Finance Manager will hold a key post of responsibility within the school. They will be responsible for ensuring that the finance function of the school runs efficiently and effectively; delivering the most effective use of resources in support of the school's learning objectives. The Finance Manager is supported by a full time Finance & HR Assistant.

Job Description

Finance

- Manage the school's day to day financial and banking operations and activities using the chosen software (Currently Sage 200) to enable effective, accurate, and timely delivery of financial reports and information to the Director of Finance & Resources when requested.
- Assisting with the completion of all statutory returns as required by the ESFA.
- Liaise with the schools chosen Internal Auditors to ensure that effective risk management and robust internal financial controls are in place.
- Liaise with the schools external auditors including preparing annual external audit files for review.
- Working with the Finance & HR Assistant to ensure that all monthly reconciliations are completed.
- Completing monthly VAT returns.
- Ensuring that payroll is processed in a timely manner and all monthly returns completed as required. This includes, but is not limited to, ensuring the completion of Teachers Pension and LGPS returns on a monthly basis.
- Working with the School Catering Manager to ensure that all catering income and expenditure is correctly recorded.
- Working with the School Leisure & Lettings team to ensure that invoices are issued and correctly recorded each month, with any outstanding debtors chased in a timely manner.
- Working with the SEND and AP teams to ensure that additional student funding streams are correctly accounted for and any outstanding debtors chased in a timely manner.
- Managing and maintaining an effective register of fixed assets.
- Ensuring that all school credit cards transactions are reconciled and correctly accounted for.

- Responsible for ensuring all personnel records are up to date at all times (via the Finance and HR Assistant)
- Assisting with the budget setting process by ensuring that all payroll related cost lines are accurate and that staffing forecasts are adequately maintained to allow for different options to be modelled on a continuous basis.
- Undertake administrative tasks relating to the staffing of the school, eg checking and preparing monthly payroll variation forms and expense claims, reconciliation of employee transaction listings, issuing timesheets and annual leave cards.
- Respond to staffing queries from Teaching and Non-Teaching Staff about their varying terms and conditions of employment e.g. maternity/paternity/long-term sickness leave entitlements etc.
- Preparing timely and accurate staffing-related external returns on behalf of the school e.g. for the School workforce census, LGPS, Teachers pensions and various internal management reports e.g. staff age profile, sickness absence statistics, training records, teaching staff eligibility for Upper Pay Spine salary progression.

Other

- As an employee of this organisation you may be asked to carry out duties at any of its establishments, at any time throughout the duration of your contract.
- You will also be required to carry out any other duties which may reasonably be required of you.

Person Specification

Finance Manager	Essential	Desirable	How assessed A (Application), I (Interview)
<u>Education</u>			
5 GCSEs A-C including Maths and English	✓		A
A Levels or equivalent		✓	A
Relevant Graduate Degree		✓	A
Relevant Accountancy Qualification or equivalent experience	✓		A
<u>Experience</u>			
Line Management experience	✓		A/I
At least 5 years' experience working within a financial environment.	✓		A/I
HR knowledge and experience relevant to the role		✓	A/I
<u>Knowledge and Skills</u>			
Able to organise, prioritise own workload and take responsibility for meeting deadlines..	✓		A/I
Ability to introduce new systems and working practices and see them through to successful delivery.	✓		A/I
High level of attention to detail.			A/I
Excellent communicator (written and verbal)	✓		A/I
Proficient in all Microsoft office programmes	✓		A/I
High level of Numeracy and Literacy	✓		A/I

<u>Attitude</u>			
Able to work flexibly and cope with ambiguity and change.	✓		A/I
Proactive	✓		A/I
Flexible	✓		A/I
Focused on customers and service delivery	✓		A/I
Discretion and the need for confidentiality.	✓		A/I
Professional	✓		A/I
Approachable to staff	✓		A/I

How to Apply

Please download and complete our application form from our website and e-mail your completed application to mhayes@sandbachschool.org together with a supporting letter of no more than 2 sides of A4, size 11 font, detailing how you fulfil the requirements of the post. In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please note that CVs will not be accepted).

Closing date for applications: Monday 2nd January 2023 at 8.00am



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