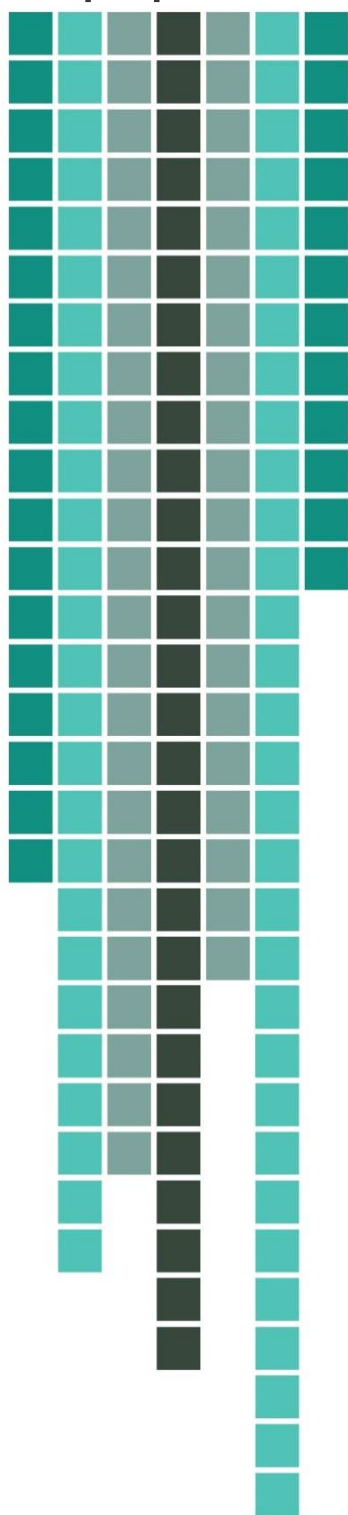




Eggar's School

Applicant Information



Finance Manager

Encouraging every
individual to belong, to
aspire, to achieve

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful applicants will be subject to DBS checks and other relevant employment checks

Closing Date: 30 September 2020 midday

Welcome from Patrick Sullivan, Head Teacher

Thank you for your interest in the position. We have a vacancy for a Finance Manager to work in our superb school. Applicants should have experience in leading and managing a team together with knowledge and experience of financial accounting procedures and the ability to work under pressure. Accountancy training together with experience of working in a school or with school finance software packages is desirable. Adaptability, good interpersonal and organisational skills are essential, and being able to communicate with students, teachers, parents and carers. Even more important is a good sense of humour and wishing to work alongside a great team of people in a supportive and collaborative community. Hours are 37 per week, and up to 52 weeks per year.

The school is renowned for excellent professional development and a strong community where team work is everything. Staff have a comprehensive range of opportunities for continuing in their careers. You are promised a friendly, professional and supportive environment.

For the last 10 years we have continued to raise standards of achievement while at the same time trying to give children a well-rounded education. We are not a school driven by central government initiatives, we do what is best for our school. For example, we do not insist on children taking English Baccalaureate, we advise on an individual basis.

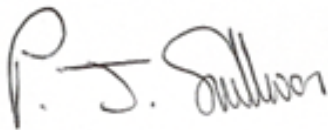
Eggar's is committed to on-going improvement and we recognise there are many areas where we can still improve further. In September 2012 we converted to academy status, which has already provided a catalyst for improving our buildings and facilities. We have a new 100 metre, floodlit Astro-turf sports facility and a bespoke Refectory to accommodate over 400 students.

Our Eggar's Experience programme, where all staff run a club of their choice has offered many fantastic extra- curricular opportunities for students; and staff really enjoy it. We have the NACE (National Association for Able Children in Education) award for our provision for Able & Talented children. This is nationally recognised and held by only 2% of schools.

Shortlisted candidates will be invited to interview. Interview days usually involve time for applicants to get to see the school and staff they will be working with, as well as a number of assessment activities. Interviews are normally arranged within three weeks of the closing date. I am sorry that we will not be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time and trouble to read each application carefully.

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure & Barring Services check, along with other relevant employment checks. The application form is available on our website www.eggars.net.

Yours sincerely



Patrick Sullivan
Head Teacher

Introduction to Eggar's School

Eggar's School is situated at one end of the beautiful and historic Wey Valley, beneath the wooded slopes of the Hampshire Downs. The school has one of the oldest foundations in the county.

Under a Trust Deed dated 21st March 1638, a local farmer named John Eggar realised his idea of providing a school to serve the needs of its community. He appointed 'Feoffes' (Governors) and negotiated the purchase of 39 acres of land at Anstey. Unfortunately, he did not live to see his scheme become reality, but Eggar's School thrives and achieves continuous improvement. Each year, in a Founder's Day service at Holybourne Parish Church, the school community remembers John Eggar.

The first Head Teacher was appointed in April 1642, and Mr Patrick Sullivan is the 27th Head Teacher to lead our school. In 1968, the school moved from the original site to the modern buildings and spacious grounds it now occupies at Holybourne. Since 1979, it has been an 11 – 16 comprehensive school aiming to build on its proud tradition by continuing to provide the very best, high quality education for all its children.

We translate this important sense of history into the traditional values of good manners, courtesy and cooperation. We encourage all our students to believe in the importance of respect; respect for themselves, for each other, for their local community and for the community of the world. We are proud of the effect of this emphasis on the young people who leave Eggar's with affection for their school and its traditional values. They carry these comfortably alongside the modern values of flexibility, independence, self-discipline and resilience. They are well prepared for a successful future in a challenging new millennium.

Eggar's School Aims

We encourage every individual to belong, to aspire and to achieve. We have high expectations and believe in high standards, a learning environment in which the aptitudes and interests of each individual child are recognised, respected and fully developed. We know our students well.

We offer a variety of approaches and teaching strategies to develop each student as an independent as well as a cooperative learner. We strive to prepare students for a life beyond school and focus on developing Independent Learning skills.

We seek to match the curriculum to the needs of the individual so that each student develops confidence and a sense of achievement through learning.

We provide continuous professional development for all staff which serves the students very well indeed.

We believe in partnership with parents. We consistently seek to develop this further, and to enrich the curriculum through involvement in our community.

We train Student teachers and Newly Qualified Teachers. We support Recently Qualified Teachers and facilitate programmes for the National Qualifications for School Leadership.

Eggar's is a caring school in which we encourage all members of the school to respect themselves, each other, our local community and the environment.

Facilities

Eggar's School is set on a magnificent 30-acre site, which gives us excellent recreational space including 100 metre astro-turf sports pitch. We have a well-equipped Sports Hall with a fitness suite and also a large Computer Science Centre, alongside our catering refectory.

We have a very successful Arts Faculty, with fine art, three-dimensional art and music great strengths of the school. We have specialist art areas with two music suites, five practice rooms and a drama studio leading into an open-air amphitheatre. We have a Learning Resource Centre and Library. Pupils

also enjoy the use of covered walkways, landscaped seating areas and a large reception area where children's work is displayed.

Contact with Parents

The school values and encourages its partnership with parents. Parents and carers are invited to meet subject teachers during the year and progress reviews are issued to keep them informed about the progress of their children.

Curriculum and Teaching Organisation

Years 7 and 8

The curriculum we offer has always been broad and balanced including English, Mathematics, Science, Computer Science, Design Technology, Physical Education, History, Geography, PPD (Philosophy Personal Development) French and Spanish, Music, Art and Drama.

Years 9, 10 and 11

The programme of study in Years 9, 10 and 11 have been developed to deliver an academic and vocational curriculum to meet the needs, aspirations and interests of our pupils. Every student studies English, Mathematics, Science, Computer Science and Physical Education. There is an opportunity for choice at this level and every effort is made to accommodate the wishes of pupils and their parents. The school offers a diverse range of KS4 courses including many of the more practical BTEC courses. Some pupils study KS4 courses at other schools or colleges in Hampshire.

Pastoral Care

Our concern for individual pupils is reflected in our pastoral organisation. The school is year based, each year having a team of tutors and a Year Leader. Tutors and Year Leaders stay with their groups for the full five years. The role of the Year Leader is fundamental to the system; each one has a specific responsibility for the progress for the year group and also has a distinct curriculum role. As with all managers in the school, an important aspect of the role of the Year Leader is to monitor learning. All teachers and tutors in the school are trained to use our data systems so that they can track and monitor the academic development of each individual child, and ensure that all children make progress. In 2011 we introduced a House System, which has energised the rewards system and brought staff and pupils from all parts of the school together in a vibrant and warmly competitive atmosphere.

Application

The application form should be completed in full before your application can be considered. It is available to download from our website www.eggars.net Please submit your application by email to the Personnel Officer at the following email address astone@eggars.hants.sch.uk

Service

Please note that it may not possible to transfer across previously accrued service with other local authority schools or colleges.

Salary

The full-time salary payable for this position will be £32,752 - £36,862 and will be dependent on experience. Actual salary will be prorated according to hours and weeks per year worked.

Staff Benefits at Eggar's School

Eggar's School enjoys a supportive work environment and offers staff a number of benefits:

- Employer contributions to both the Teacher's Pension Plan and the Hampshire Local Government Pension Plan

- Access to a free and confidential counselling support line and face to face sessions
- Free eye tests and a set payment towards the cost of glasses if, as a result of the eye test, it is considered necessary by the optician that glasses be worn for display screen work.
- Free on-site parking
- Tea and coffee provided free of charge

Finance Manager Job Description

A detailed Role Profile is available.

The main purpose of the role:

- Budget planning /monitoring (including departmental budgeting).
- Leadership of the Finance team.
- Reporting to the Head Teacher & Governing Body.
- Ensuring all financial procedures comply with approved financial regulations.
- Management of, and compliance with, audit requirements.
- Lead in ensuring the financial stability of the school through the effective use of current resources to provide best value for money.
- Support opportunities for growth of the school's budget through income generation and investment.
- Support preparation of Eggar's Schools financial bids, taking with lead where appropriate.
- Any other duties which reasonably fall within the purview of the post, which may be reasonably allocated by the Head Teacher after consultation with the post holder.

The role is intended to be a full time position (up to 37 hours per week, up to 52 weeks per year). However, we will consider part-time applications from applicants with suitable experience and qualifications. The salary scale range will be dependent on the successful candidate's experience and expertise.

Finance Manager Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 A* - C GCSEs or equivalent (including English and Maths) • Accountancy qualifications 	<ul style="list-style-type: none"> •
Professional Development	<ul style="list-style-type: none"> • Willingness to participate in self-development opportunities 	
Experience	<ul style="list-style-type: none"> • Knowledge and experience of financial accounting procedures • Ability to lead and manage a team • Ability to work under pressure, prioritise and work to deadlines 	<ul style="list-style-type: none"> • Experience of working in a school and/or with school finance software packages
Knowledge and Skills	<ul style="list-style-type: none"> • Competent user of Microsoft Office including Word and Excel 	
Personal Attributes	<ul style="list-style-type: none"> • Commitment to delivering a positive customer experience • High level of personal organisation and efficiency • Excellent interpersonal skills • Effective communicator • Flexible and energetic approach 	

Finance Manager Hazard Assessment

Job Specific Information

The following information highlights hazards related to the role that could pose a risk to the post holder. Applicants should be aware that where roles are exposed to hazardous risk, risk assessments are undertaken and control measures are put into place where possible.

Manual Handling

The types of manual handling operation involved in this role are:	Objects
The above manual handling operations are required on the following basis:	Infrequent
The weights involved in these manual handling operations are likely to be:	Up to 5kg

Display Screen Equipment

This role will require the post holder to be a Display Screen Equipment user and will involve the use of:	A laptop An inter-active whiteboard A desktop computer A tablet
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Job Characteristics

This role involves working with children and young people:	Between 11 and 16 years of age In addition, this role involves working with children and young people with special needs including those with physical disabilities
This role also has potential to involve:	Verbal abuse and/or aggression and this is likely on an infrequent basis

Work Environment

This role is carried out in an environment which involves:	Lone working on occasions
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Driving

This role may require the postholder to drive:	Their own vehicle, if applicable, for work purposes on infrequent occasions
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