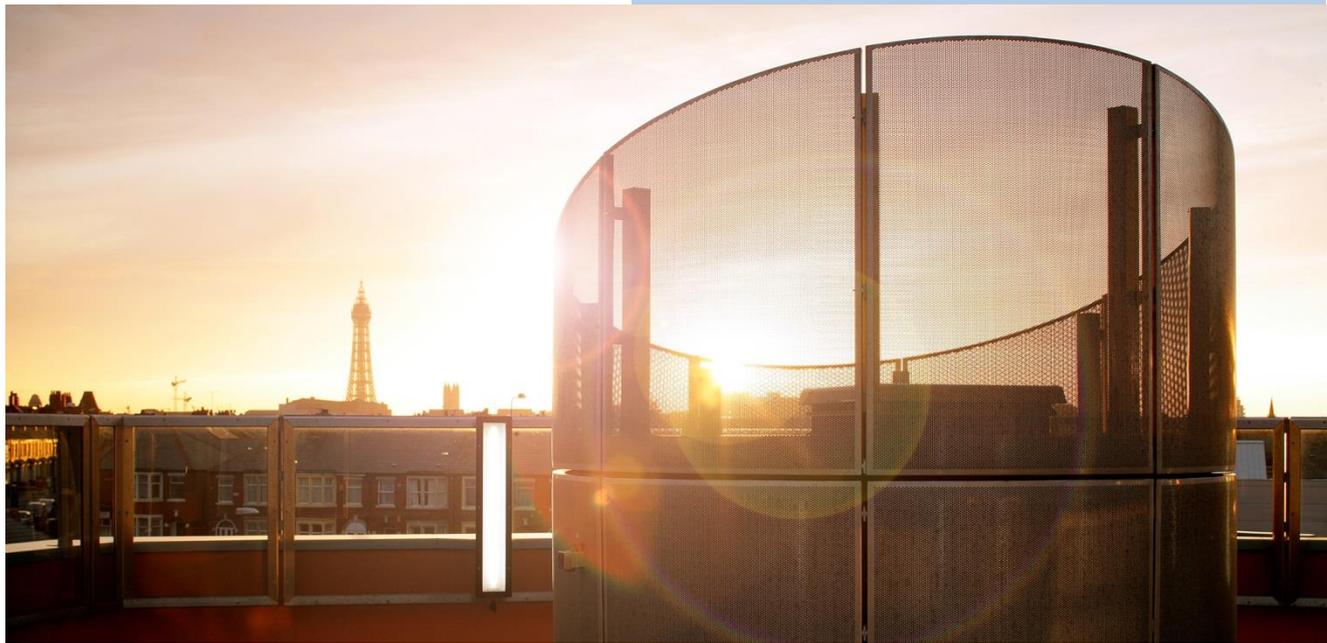




# Devonshire Primary Academy Finance Lead Application Pack



Devonshire Primary Academy  
Part of The Sea View Trust



*The Best That We Can Be*  
**Devonshire Primary Academy**

Devonshire Road, Blackpool, FY3 8AF  
Tel: 01253 478271

Email: [admin@devonshire.blackpool.sch.uk](mailto:admin@devonshire.blackpool.sch.uk)  
Website: [www.devonshire.blackpool.sch.uk](http://www.devonshire.blackpool.sch.uk)  
Headteacher: Mr D.P. Simm BA (Hons) PGCE



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**Salary:** Grade E (FTE SCP 12 £22,571 – SCP 19 £25,927)  
**Terms:** Term Time + 2 Weeks (Pro rata SCP 12 £19,793 – SCP 19 £22,736)  
**Hours:** 37 hours per week (Monday – Thursday, 8:30 – 16:30 / Friday, 8:30 – 16:00)  
**Temp/Perm:** Permanent  
**Start Date:** 01/09/2022 or ASAP thereafter

Dear applicant,

Thank you for your interest in the position of Finance Lead at Devonshire Primary Academy.

We are looking for an aspiring Finance Lead who will be an integral member of the administration team. The Finance Lead will work alongside a team of staff who are committed to supporting the planning and delivery of the Academy's administration and finances to ensure our children receive quality learning experiences.

We are looking for applicants who are innovative, organised and sedulous, with the ability to provide a full range of finance administrative support to the Academy. Successful candidates should be able to demonstrate that they:

- Have in-depth knowledge of accounting and financial procedures;
- Have high personal and professional standards;
- Have high expectations of themselves;
- Have high levels of motivation and commitment;
- Have a positive and determined approach to meeting challenges; and
- Enjoy working closely and cooperatively as part of a team.

We are a happy, exciting and productive school with a wealth of opportunities for our children and staff. We can offer you:

- The chance to be part of a closely connected, dedicated and hardworking administration team;
- A friendly and supportive whole school staff team;
- Opportunities for professional development;
- The opportunity to work in a school which is at the heart of its community and always looking for innovative ways to provide the best education.

Unfortunately, due to the summer holiday closure, we are not currently offering visits to the academy, however, we do invite you to peruse our school website: <https://www.devonshire.blackpool.sch.uk/> and our Facebook Page: Devonshire Primary Academy to gain an insight into our wonderful school.

The closing date for applications is Monday 15<sup>th</sup> August at 9:00am and interviews are scheduled to take place on Thursday 25<sup>th</sup> August. Application forms can be downloaded from the Blackpool Council webpage and are returnable to the Trust Chief Finance Officer (CFO), Mrs Laura Watts, by email only at [l.watts@theviewtrust.org](mailto:l.watts@theviewtrust.org).

We look forward to receiving your application should you wish to apply.

Yours sincerely,

Mr D.P. Simm  
Headteacher

*Our Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff to volunteer to share this commitment. Appointment is subject to successful references and an enhanced DBS. The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful, you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs).*

**Safer Recruitment**

*The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.*

*The academies within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.*

*All staff will be required to hold an enhanced DBS Disclosure.*

*To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.*

**Equal Opportunities**

*At our Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.*

The Sea View Trust  
Ewood Campus, Clod Lane, Haslingden  
BB4 6LR  
Tel: 01706 214640



Chair of the Trust: Mr D Wallbank  
Chief Executive Officer: Ms A Y Holdsworth  
Chief Operations Officer: Ms N Chester  
Chief Finance Officer: Mrs L Watts

Dear Prospective Candidate,

**LETTER FROM THE CHIEF EXECUTIVE**

Many thanks for considering a role with the Sea View Trust and we are delighted that you are interested in working for us. We envisage that you will share our interest in improving education for all, and our passion for making a difference, so that together we can ensure that we provide the best possible outcomes for all of our learners.

The Sea View Trust is a relatively young organisation and we strive for continuous improvement. Although we are a newcomer, we constantly engage with new initiatives and are already growing our reputation locally, regionally and nationally as an inclusive and collaborative Trust where children and young adults can thrive.

Please be assured that the entire Trust team, both class and non-class-based staff, are energetic and enthusiastic about our schools. Our Trust works with many children and young adults who are disadvantaged, either through deprivation or because of additional needs causing barriers to learning. We therefore welcome opportunities to work collaboratively together, maximising skills and available resources to make an even greater difference to all of our learners and their families.

Our Trustees, Governors, Central Team and Academies all recognise that welcoming new staff broadens and deepens our pool of expertise. We therefore hope that the information contained within this application pack will be useful to you and will inspire you to apply. Meanwhile, I would like to thank you once again for expressing an interest and we hope to welcome you as a new member of our team.

Yours sincerely,



**Angela Holdsworth MBE**  
CEO Sea View Trust

*For a confidential discussion about The Sea View Trust, please do contact:*

**Angela Holdsworth (CEO)**  
Telephone: 01706 214640  
Email: [a.holdsworth@theviewtrust.org](mailto:a.holdsworth@theviewtrust.org)

*For an informal discussion about the academy, you are warmly invited to contact:*

**Dan Simm (Headteacher)**  
Telephone: 01253 478271  
Email: [dan.simm@devonshire.blackpool.sch.uk](mailto:dan.simm@devonshire.blackpool.sch.uk)



Devonshire has an interesting history!

We are situated at the heart of an area of economic and social deprivation in a densely populated part of Blackpool.

The previous Junior School building was destroyed by fire in August 2003; in 2006 the staff and pupils moved into a new, state-of-the-art, innovative building based on the unique 'beehive school' concept, designed to accommodate and support the school's commitment to inclusion and participation and to establish an exemplar school with many sustainable strategies; it's north south orientation provides optimum environmental performance. The stratified nature of the building elevates the majority of the children and provides 'natural' security, whilst at the same time the academy is fully inclusive and accessible. Since then, there has been continuous heavy investment in resources and we now have a learning environment that is the envy of many.

In September 2013 Devonshire converted to become an Academy, as part of Blackpool Multi-Academy Trust, alongside Anchorsholme Academy, Park Community Academy and Revoe Learning Academy. In 2019 we were joined by Tor View Academy and Valley College and we became The Sea View Trust.

Children start our school with attainment well below that typical for their age. A high proportion of our pupils have learning difficulties and/or special educational needs and we educate a number of 'looked after' children. Devonshire has a whole school ethos and commitment which permeates through all that we do. At Devonshire Primary Academy every child is important and everyone is treated as an individual. We place great emphasis on our ability to provide a secure, caring and welcoming environment in which everyone has pride in themselves and strives to achieve the highest possible standard of learning, behaviour and attitudes. We endeavour to ensure that all children leave our care with a love of education and with the building blocks they need to become confident, life-long learners. Our curriculum provides a balance of core skills enriched within a wide range of experiences and opportunities which enable all of our children to succeed, irrespective of circumstance.

The whole staff team, parents and pupils are involved in promoting our School Values, which are:

*Resilience, Respect, Pride, Integrity, Cooperation, Honesty*

Through our School Values we aim to:

- Improve behaviour, conduct and self-confidence by developing strong values within our pupils.
- Develop pupils understanding of what values are and why they are important in life.
- Encourage children to 'live the values' in all aspects of their lives both in school and out.
- Promote values to pupils in every aspect of school life.
- Promote values in the way in which adults interact with each other and with pupils.
- Display our school values and encourage all visitors to take account of them in their time in the school.
- Encourage parents to support the programme at home by promoting the value through Star Assemblies and newsletters.
- Enable children to focus upon the positive aspects of themselves that they can value, thereby reminding them of their individual worth, their worth in the school and wider communities and the worth of those communities themselves.
- Raise standards by promoting a school ethos that is underpinned by core values which support the development of the whole child as a reflective learner within a calm, caring, happy and purposeful atmosphere.

During their 2020 Inspection, Ofsted confirmed that "Pupils are happy at Devonshire Primary Academy"; "Pupils feel safe and secure at this school"; "Pupils enjoy a range of opportunities to enhance their cultural and personal development".





The Best That We Can Be  
**Devonshire Primary Academy**  
**Finance 3**  
**Job Description**



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<b>Role Title</b>	<b>Typically reports to</b>
Sea View Trust Finance 3 Blackpool Grade E	Line Manager
<b>Information sources</b>	<b>Date of profile</b>
Agreed by School Working Party Job Evaluation Panel	150711 (reviewed 01.04.2021)
<b>Purpose of the role (job statement)</b>	
To accurately provide a full range of finance administrative support to the school.	
<b>Responsibilities</b>	
<b>Key duties:</b> <ol style="list-style-type: none"><li>1. Assist with the design and implementation of the school's financial procedures and systems and makes recommendations relating to monthly budget management;</li><li>2. Assist with the preparation / prepare the draft annual budget and financial plans;</li><li>3. Responsible for the school's accounting / financial systems and for the maintenance and updating of financial records;</li><li>4. Undertake detailed monitoring of monthly expenditure, advising on the reason for an implication of variances and any recommendations;</li><li>5. Produce financial analysis and reports, including liaising and reporting to the Local Authority;</li><li>6. Manage petty cash and ensure appropriate use of the school's bank accounts;</li><li>7. Process orders and approve payments ensuring correct financial control is applied;</li><li>8. Reconcile accounts;</li><li>9. Responsible for adherence to financial regulations and audit requirements and advising on the application of these;</li><li>10. Provide advice on financial matters to the Senior Leadership Team.</li></ol>	
<b>Individuals in this role may also:</b> <ol style="list-style-type: none"><li>1. Undertake day-to-day supervision of more junior finance staff;</li><li>2. Undertake administrative duties, such as reception, filing, and document preparation.</li></ol>	
<b>Indicative knowledge, skills and experience</b>	
<ul style="list-style-type: none"><li>• Experience of working in a finance role;</li><li>• Requires knowledge of accounting and financial procedures sufficient to be able to maintain accounts, produce financial reports, advise on variances;</li><li>• Knowledge / skills equivalent to current National Qualifications Level 4 or equivalent experience.</li></ul>	



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**Devonshire Primary Academy**  
**Finance 3**  
**Person Specification**



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<b>Personal attributes required (on the basis of the job description)</b>	<b>Essential (E) Desirable (D)</b>	<b>To be identified by (e.g. application form, interview, task etc.)</b>		
<b><u>Qualifications</u></b>				
GCSE English and Maths, grade C or above	E	AF		
Recognised qualification equivalent to current National Qualifications Level 4 or relevant experience	E	AF		
Working at or towards AAT qualifications or another relevant qualification, or a willingness to do so	E	AF	I	
<b><u>Experience</u></b>				
Understanding and experience of school/education finance	D	AF	I	
Experience of using school information management and school financial management packages	D	AF	I	
Experience of financial planning and budgeting, ideally in a school setting	D	AF	I	T
Experience of financial procedures and systems, in line with audit requirements	E	AF	I	T
Experience of financial reporting, analysis and interpretation of data	E	AF	I	T
Experience of working effectively with a wide range of internal and external partners	D	AF	I	
Experience of multitasking under pressure	E	AF	I	
Experience of working as part of a team	E	AF	I	
<b><u>Knowledge/Skills/Abilities</u></b>				
Knowledge of accounting and financial procedures, sufficient to be able to produce financial reports and advise on variances	E	AF	I	T
Ability to effectively advise and present information to internal and external stakeholders, including senior staff and governors	E	AF	I	T
Ability to work independently, collaboratively and flexibly	E	AF	I	
Ability to use initiative and organise one's own tasks with minimum supervision, prioritising conflicting demands	E	AF	I	T
Ability to work well as part of a team	E	AF	I	
Ability to build a partnership with colleagues and pupils	E	AF	I	
Excellent organisational skills	E	AF	I	T
Excellent communication and written skills	E	AF	I	T
Excellent timekeeping	E	AF	I	
Confident, with a sunny disposition	E	AF	I	
High levels of motivation and commitment	E	AF	I	
A positive and determined approach to meeting challenges	E	AF	I	

A strong work ethic and resilience under pressure, with an ability to prioritise conflicting demands	E	AF	I	
Understanding of GDPR and associated data management	E	AF	I	
Ability to maintain confidentiality and deal sensitively with others	E	AF	I	
<b><u>Other</u></b>				
Commitment to undertake in-service development	E		I	
Commitment to safeguarding and protecting the welfare of children and young people	E		I	
Take care of their own and other people's health and safety	E		I	
Adhere to the Nolan Principles; display the Trust values and behaviours at all times and actively promote them in others.	E		I	