



HOLY CROSS

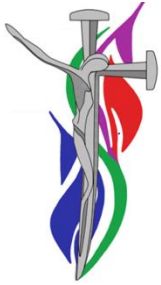
Multi-Academy Company

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Achieving together in faith



**Holy Cross Catholic
Multi-Academy Company**

Letter to Applicants

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Finance & Admin Officer** within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties, please contact the school.

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Relevant skills & experience' section of the form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should



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Letter to Applicants

include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

The closing date for receipt of applications is via email to debbie.hetherington@hcmac.co.uk by 9am on Tuesday 9th May 2023. Interviews will take place on Thursday 11th May.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be



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asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE

We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.



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Holy Cross Catholic Multi-Academy Company

Our Motto, Mission and Aims

Motto

Achieving Together in Faith.

Mission

Our school communities are united as the family of God to provide an outstanding Catholic education for all our pupils. With Christ at the centre of all we do, we will inspire every child to be the best person they can be by developing their God given gifts and talents.

Aims:

High aspirations for all

Outstanding education - To create an ethos of collective responsibility, through which we will promote achievement and improve pupil performance

Living out Gospel values and celebrating the Catholic ethos in all our schools with reconciliation and peacefulness at the heart of all we do

Young people – who are resilient and make a positive contribution to their diverse and changing communities

Community - strengthening and nurturing the Catholic life of our schools

Realising talent by developing pupils, staff, academy representatives and Directors for the benefit of the Holy Cross community

Optimising our resources to realise best-value by sharing assets and using economies of scale

Standards - To maintain the highest quality of Catholic education by ensuring accountability at all levels

Service to God by serving others in our school and local communities and national and international communities in need.



**Holy Cross Catholic
Multi-Academy Company**

Our Schools





Bishop Ullathorne Catholic Secondary Academy



At Bishop Ullathorne Catholic Secondary Academy, we recognise the uniqueness of each child and the need to build upon the firm family Catholic values established in the home and in our partner primary schools. Our mission as a Catholic school is to be an active Christian community of love and service where all feel they belong and are valued. We believe strongly that each child has a right to excellence and to be actively encouraged to be the person God wants them to be.

Working together, we enable our students to recognise and to have confidence in their own abilities. It is important to us to raise the aspirations of each of our students and provide them with the love and support to grow as the very special person that they are. We focus on rounded development: spiritually, morally, socially, physically and academically. Every member of our school community is valued and their sense of belonging is paramount. Whilst great emphasis is placed on each student's academic achievement, we also foster traditional values. Your child's sense of belonging at school contributes to our sense of community in a happy supportive atmosphere. Hard working, caring and sympathetic staff work in partnership with parents to ensure that your child's secondary school career is enjoyable and successful.

Our outstanding Catholic school has a long standing record of high quality education and academic excellence. Student achievement is a continued strength at both key stage 4 and key stage 5. All progress and attainment measures significantly exceed the national averages. Each member of our school community is highly valued.

We are guided daily through our own expectations, known as the Ullathorne Way. This calls us to be:

- Compassionate
- Faith filled and Prophetic
- Attentive
- Eloquent
- Curious and Wise
- Grateful



Only by extolling these virtues can we show the love of Christ in our daily actions and grow to be our true self.



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Our school is named after one of England's foremost Catholics, the Blessed John Henry Newman and we are very proud to be associated with his love of learning and his strong commitment to providing the best pastoral support for those in his care.

Our mission statement "Knowledge through the light of faith" is at the heart of all we do and we endeavour to make known to every student that they are made for greatness because they are a child of God and are uniquely created and loved by God.

Every student is called to live out the gospel values by loving God, others and themselves and by being prepared to always do their best and be the best person they can be.



We insist on the highest standards of behaviour, uniform, attitude to learning and respect for one another and the environment. By providing a traditional, yet broad and balanced curriculum for all our students regardless of ability and background, we are able to recognise and develop individual talents and interests including academic, creative and sporting provision that is appropriate for every child from our special needs students to our Oxbridge applicants. We also have a varied extra-curricular activities

programme that includes a wide variety of clubs as well as day and residential visits to enhance each student's learning experience.

We are blessed to have an amazing staff who work tirelessly for our students so that they are given every opportunity to fulfil their true potential and we pride ourselves on excellent relationships, where we work together to form a happy, loving and caring community, based on clear boundaries, accepted values and high expectations.

We are very proud of our successes and our GCSE results in 2018 placed us as one of the highest performing secondary schools in both the Diocese and Coventry Local Authority. As we prepare for the 50th anniversary of the opening of our wonderful school in September 1969 we are determined to continue to improve to meet the needs of our students in an ever-changing world and we are confident that we will achieve our vision, which is simple: to become an outstanding catholic school in all we do.

At Cardinal Newman we want for your child exactly what you want as parents – the best and nothing but the best.

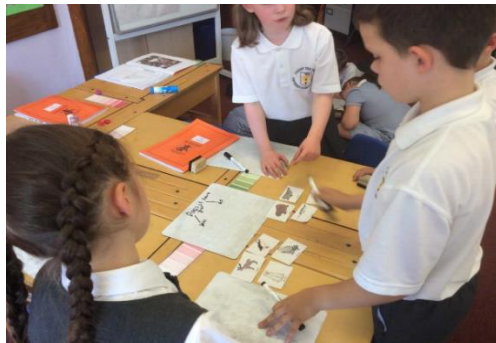




Christ the King Catholic Primary Academy



Christ the King Catholic Primary Academy provides an excellent, Christ centred education through inspirational teaching and empowerment of all pupils to reach their full potential spiritually, intellectually, physically, socially and morally, in a happy, caring, stimulating environment promoting self-esteem and confidence. Our school offers all-through primary education for 420 pupils, complemented by 52 nursery places.



Our teaching philosophy is centred on an environment of mutual respect where the staff, the pupils and the whole community work together for the common aim of educating to achieve the highest standards of competence and ability and to be responsible and worthy citizens of the world.

The diverse backgrounds represented by our pupils and staff contribute to a rich learning environment where the communication of knowledge is informed by professional expertise and personal experience. A differentiated teaching programme delivers the curriculum at the rate appropriate to the individual child.

We aim to develop and extend every pupil to enable them to achieve their full potential, irrespective of academic ability or social background. Our curriculum encompasses the widest range of concepts, attitudes, skills, responsibilities and cross-curricular issues relevant to a pupil's life in its widest perspective.



The school offers a wide range of sporting and artistic activities to complement the core academic expectations of the National Curriculum.

Our pupils make excellent academic progress, and impressive results are achieved on the sports field and in the arts arena.



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St Augustine's Catholic Primary Academy



St Augustine's Catholic Primary Academy is located in the heart of Radford in Coventry. We are a happy and vibrant two form of entry school with a Nursery. As a school we aim to work in partnership with parents, guardians, the parish and the Academy family of schools to support our children and families on their journey of Faith. As part of the family of God we work hand in hand.

'To listen to God's call, to learn from God's word and to share God's love through service.'



Our extensive grounds include a Forest School site which is used to develop a range of skills with pupils, a Thrive nurture room, a sports Muga and counselling facilities.

Our staff here are committed to working together to support our children to be the best they can be spiritually, morally, academically, mentally and physically. We aim to provide a broad and balanced curriculum that will both engage and educate our pupils shaping them into caring future disciples and knowledgeable, responsible citizens.



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St Elizabeth's Catholic Primary Academy



St Elizabeth's is truly a special place, a happy place where staff, parents, governors and children work in harmony together. The school has developed an individual identity since its creation over 100 years ago which combines the best of traditional educational values with a modern vibrant vision.

At St Elizabeth's we pride ourselves on celebrating the cultural diversity of our locality. We are a school community in which all children are welcomed and valued as unique members of God's family, a family of different faiths and backgrounds living, loving and learning together joyfully following in the footsteps of Jesus Christ.



Central to our philosophy are the values and virtues Christ taught us through the Gospels, these values run through every aspect of school life like a golden thread, intertwined and bound throughout all of our relationships and the experiences we provide for our children. Our reliance on these values ensures the spiritual formation of every member of our school family.

We aim to provide a rich and diverse curriculum that develops our children morally and socially as well as academically. Children leave St Elizabeth's as faithful, aspirational, responsible and resilient young people ready to make positive contributions to the wider communities in which they live.

At St Elizabeth's we take enormous pride in knowing all of our children and families very well. We are fully committed to ensuring that each child is offered the finest start to their education in a stimulating, caring and loving environment, an environment which influences a lifelong love of learning and one in which our children thrive and live life to the full.



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St John Vianney Catholic Primary Academy



Welcome to St John Vianney where Christ is at the centre of everything we do. We have one school rule which is:

Love one another as I have loved you

We strive to promote the values of our Christian faith throughout our daily life. We provide a religious syllabus, which develops our children's knowledge and understanding of our faith. However, more important to this school are those values, which we try to relate to all the aspects of our life within the faith community of St John Vianney Parish.

St John Vianney is a happy and caring school where every child is known and loved. We seek to challenge and support all our children and make them excellent citizens of the future, knowing how important it is to do their best and care for those around them.



We are conscious of the necessity to provide our pupils with a broad and balanced curriculum and constantly review and evaluate the achievements of the school. Our curriculum is exciting and engaging aiming to bring the humanities alive through first-hand experience wherever possible. We aim to provide both high academic and non-academic standards, a good faith basis and involvement in the wider community. Moreover, developing the whole child by enabling them to acquire knowledge, appreciate their creative abilities and master the challenges of physical education and sport.



St John Vianney Catholic Primary Academy strives to achieve its aims through a strong partnership between governors, staff, children, parents and Parish. Most of our governors are parents or past parents and members of our Church community. We believe that this improves the level of co-operation and the sense of shared commitment and responsibility. We believe that we can only achieve the best for your child by close co-operation between home and school. Without the involvement of parents, our task is that much more difficult and less enjoyable. We hope that parents will take a

close interest in what their children are doing in school and will encourage learning and its importance in later life.

It is our view that Primary School years lay the foundations for a lifetime of learning and work hard to cultivate the fundamental partnership between Home and School by welcoming parents to become involved in their child's education.



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St Thomas More Catholic Primary Academy



St Thomas More's motto is "Learn and Grow as God's Holy People" and this underpins everything we do at the school. We believe that every child should be pushed and supported to achieve their God-given potential and that it is our responsibility to get the best out of all of our students – academically, socially and spiritually. We are a very diverse, multi-ethnic community with a highly inclusive ethos.

Children are happy to come to school here and they thrive on the nurture and support offered. We are situated in a suburban residential area of south Coventry, a 30 minute walk from the city centre, but we draw our children from a much wider catchment area. The school is housed in a modern building which opened in September 2014 and we have very generous grounds which include a large field, allotment, forest school, a pond and a chicken pen.

We are committed to academic excellence and are always keen to innovate, using research-based methods to develop and improve our practices further. We keep our curriculum under constant review so that it is appealing and relevant to our current situation and we place great emphasis on the importance of a consistent approach from Nursery to Year six. Our children's learning experience is very hands-on: an example of this is our maths mastery programme which focuses on underlying mathematical concepts and number sense through the use of manipulatives all the way from Reception to Year 6. We see it as our duty to produce well-mannered, respectful and motivated young people and our behaviour and discipline policies are reflective of this. Children leave St Thomas More with all the qualities they need to make a positive contribution to society. We have excellent relationships with



our local parish and the children make good use of the church. Our vocation to Catholic life is evident across the curriculum and throughout the school. Our families are very supportive of our ethos and work well with school leaders to ensure positive outcomes for all. Many parents comment that St Thomas More is like an extension of the family.

The school received a highly positive Ofsted inspection in January 2018 and we aim to build on this as we continue to improve and push ourselves to be the best we can possibly be.



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Holy Cross Catholic Multi Academy Company

Job Description and Personnel Specification



Holy Cross MAC Schools



Why work in Coventry?



Coventry is an innovative city that boasts two cathedrals, old and new. It combines medieval architecture with vibrant regeneration which is rich in bars, restaurants and culture. Coventry has recently been awarded the City of Culture for 2021. You will find both the Belgrade theatre and the Warwick Arts centre on the doorstep, along with open green spaces such as the War Memorial Park and Coombe Abbey.

The Ricoh Arena hosts both football and rugby, along with music concerts. Road and rail links are exceptional. Birmingham and Leamington Spa are under 15 minutes by train and London just over an hour. Stratford upon Avon, Warwick and Solihull are also nearby. From Coventry it is only one rail stop to Birmingham International Airport and the National Exhibition Centre. In December, Birmingham was named host city for the 2022 Commonwealth Games, and local town, Leamington Spa, was recently named as one of the best places to live in the Midlands in 2017 by the Sunday Times. The city hosts a variety of annual events such as the Coventry Half Marathon, the SkyRide and the Godiva Festival, which is the biggest free family festival in the UK.

Coventry also has two universities, Coventry University which was awarded 'University of the Year for *Student Experience*' by The Times in 2014 and the University of Warwick, which is in the top 10 on the league tables. Both universities have links with three of the city's biggest employers, Jaguar Land Rover, the NHS Trust and Coventry City Council.



**Holy Cross Catholic
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Job Description and Personnel Specification

JOB DESCRIPTION - Finance & Admin Officer (Maternity Cover)

Holy Cross Catholic Multi Academy Company is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Grade: Grade 5, SCP 12-23

Hours: 37 hours per week

Term time plus two weeks - Monday to Thursday 8.00 am to 4.00pm, Friday 8.00 – 3.30pm

Reporting to: MAC Finance Manager

General Responsibilities

This post is located within the MAC Central Team currently based at St Augustine's Primary School. The postholder will undertake a wide range of finance and administrative duties to support the work of the MAC. This will involve occasional visits to MAC schools.

The post holder must be flexible, show initiative and discretion, and have an excellent understanding of handling sensitive and confidential information. The post holder must be computer literate and proficient with the use of Word, Excel and PowerPoint. Knowledge of PS Financials is desirable but not essential.



Holy Cross Catholic Multi Academy Company

Job Description and Personnel Specification

Job Purpose

To carry out a number of duties within the MAC central team to ensure the smooth running of the department while always ensuring full adherence to financial policies and procedures.

Providing full support to the MAC central team with purchase ordering, purchase invoicing, sales invoicing, supplier maintenance and month end procedures.

Provide high level, professional, administrative support to the central team as well as supporting the administration of Board meetings.

The post holder will be expected to work within established procedures and guidelines and to prioritise their own day-to-day work.

Description of Duties and Responsibilities

Under the direction of the MAC Finance Manager:

Central Finance Transactions

- Processing purchase orders for goods and services as required by the central team, issuing purchase orders to suppliers in accordance with the MAC Financial Procedures manual.
- Monthly monitoring of outstanding commitments
- Processing of invoices for payment to suppliers, ensure invoices are matched to orders and delivery was satisfactory, entering of invoice details onto the finance system
- Processing of BACS payments to suppliers
- Responsible for checking and reclaiming VAT on behalf of the MAC, and apportioning VAT reimbursements across schools.
- Dealing with general queries with internal and external contacts and, where appropriate, ensuring that internal issues are successfully resolved.
- Ensure income received by the MAC is entered onto finance system, recorded in line with audit requirements and funds transferred to schools where required
- Processing central team credit card transactions and expenses





Holy Cross Catholic Multi Academy Company

Job Description and Personnel Specification

- Having an overall awareness of the need to match spending to budget, ensuring that all records are kept up to date
- Maintenance of finance records and spreadsheets
- Support with the year-end process, requesting documents from schools and collating information for the auditors

Month End Processes

- Payroll journals
- Reconciliation of central team credit card statements
- Inter-account transfers between schools (e.g. invoices to be recharged to schools)
- Review month end transactions completed by School Business / Office Managers (e.g. outstanding purchase orders, bank reconciliations)
- Support the month-end meeting by preparing agendas, noting actions, running reports, etc.

Finance Systems & Processes

- Responsible for maintaining the supplier database on the MAC finance system for all schools, including vetting new suppliers, checking BACS details and updating supplier information where necessary.
- Monitor the Finance Team inbox, responding to / forwarding emails as necessary
- Manage specific financial tasks as required, for example collating and preparing financial data for inclusion in reports.
- To work under supervision to the mandatory guidelines within the Academies Trust Handbook.

Administrative Duties

- Oversee the booking of meeting rooms and ensure adequate supplies at all times.
- Preparing rooms for meetings and welcome visitors.
- Where appropriate booking meeting rooms and set up with refreshments.
- Arrange catering for meetings and events where appropriate.





Holy Cross Catholic Multi Academy Company

Job Description and Personnel Specification

- Screen phone calls, direct calls and take messages as appropriate.
- Undertake general office duties e.g. typing, filing, faxing and photocopying and scanning.
- Monitor a number of MAC mailboxes, ensuring emails are acknowledged and forwarded in a timely manner.
- Work with all members of the Central Office Team to plan and organise events.
- Answer ad-hoc queries both internally and externally.
- Work with all members of the Central Office Team to maintain and develop effective administrative systems to ensure a high level of confidentiality and efficiency.
- Work with all members of the Central Office Team to develop and improve systems, policies and initiatives in line with the MAC Improvement Plan.
- Build effective and collaborative working relationships with internal and external stakeholders sharing best practice and knowledge.
- Have an awareness of the Educational landscape and its implications for planning meetings and the impact on the work of the CSEL and MAC Directors.
- Work with members of the Central Office Team to proactively arrange regular meetings with direct reports.
- Organise any travel arrangements to ensure value for money and best use of time.
- Arrange and service management meetings.
- Provide administrative support to the Catholic Senior Executive Leader and central office staff, including diary management
- Work with all members of the Central Office Team to proactively arrange regular meetings.
- Provide administrative support to MAC Board meetings as and when required.
- Arrange and service CSEL/Headteacher meetings

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- The post holder will be responsible and accountable for carrying out duties and responsibilities of the post with regard to the Academies Equal Opportunities policy
- Contribute to the effective working of the MAC Head Office Team by participating in meetings and suggesting improved ways of working.





Holy Cross Catholic Multi Academy Company

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- Maintain competence in the role by attending training as required.
- To participate in performance management arrangements.
- To adhere to published policies and procedures.
- To attend regular meetings with line manager.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

Safeguarding

Holy Cross Catholic Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and Company are inherent in that role.

The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.

Job Description Reviewed By:





Job Description and Personnel Specification

Person Specification

Skills and Abilities	Essential	Desirable
Qualifications and Training		
<ul style="list-style-type: none"> Educated to GCSE level, with good grades in Maths and English (C or better/or equivalent) Possession or progress toward a finance qualification such as AAT. Alternatively the ability to clearly demonstrate equivalent proficiency in practice. 	√	√
Experience		
<ul style="list-style-type: none"> Of working in a busy office environment Effectively prioritising and planning workloads Providing financial assistance Experience of working with PS Financials is an advantage although training can be provided. Experience of working in an education setting is an advantage but not essential to the role. 	√ √ √	√ √
Skills: Personal		
<ul style="list-style-type: none"> Excellent written and oral communication skills Good interpersonal skills with the ability to develop and foster effective working relationships. High level of numerical and problem solving skills. Able to deal with conflicting priorities and work to policy and operation objectives and timescales. 	√ √ √ √	





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Job Description and Personnel Specification

Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> Ability to understand, interpret and apply relevant financial procedure rules and legislation, ensuring proper practices are followed. 	√	
<ul style="list-style-type: none"> Able to work flexibly and without close supervision 	√	
Skills: Administrative		
<ul style="list-style-type: none"> Finance principles and practice and their application 		√
<ul style="list-style-type: none"> Computerised systems, including word processing, spread sheets and accounting systems 	√	
<ul style="list-style-type: none"> Understanding and commitment to equal opportunities and how this is applied to financial strategies and policies 		√
<ul style="list-style-type: none"> Awareness of financial administration processes and procedures 	√	
Skills: Relations		
<ul style="list-style-type: none"> Excellent interpersonal skills and be able to communicate effectively 	√	
<ul style="list-style-type: none"> Ability to develop good relations with staff 	√	
Other		
<ul style="list-style-type: none"> Holds a full UK driving license 		√

