



# Finance and Facilities Officer

Bishop Ullathorne  
Catholic School





## Role: Finance and Facilities Officer

Closing date: Friday 30 October 2020 at 12pm

Interview date: Thursday 5 November 2020

Applications Forms to: [s.green@bishopullathorne.co.uk](mailto:s.green@bishopullathorne.co.uk)

### Notes:

1. Complete Section 6 of the Supporting Statement in the application form, using the job description and person specification, as these outline our requirements .
2. Although e -mailed application will be accepted on the closing date, a signed application must either follow in the post or be hand-delivered.
3. On receipt of your application form, we will be applying for references.
4. Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.





## Finance and Facilities Officer

Our school Governors wish to appoint a talented Assistant Finance and Facilities Officer to assist our Business Manager in the running of our busy finance and facilities department.

You will play an active role in delivering an efficient, effective and customer focused finance and facilities service.

The successful candidate will:

- have an eye for detail, with the ability to manage a varied workload
- be adept at working with and managing large amounts of complex information
- be customer focused, with strong communication skills
- be highly ICT literate with the ability to quickly adapt to different ICT systems
- have a commitment to ongoing professional development.

**Best wishes**

**Mr C Billings**  
Headteacher



# Finance and Facilities Officer

## Job Description

### Grade 4

**Hours of Work:** 37 hours per week working from 8am to 4pm Monday to Thursday and 8am to 3.30pm on a Friday with half an hour each day for lunch.

**Job Summary:** To provide an effective and efficient financial and administrative support as a member of the school's finance and facilities team.

**Reporting to:** The Business Manager

### Finance

- To ensure the effective and efficient delivery of financial support services to the school.
- To ensure compliance with appropriate financial procedures and audit requirements.
- To use the schools computerised systems (PS Financials) process invoices/ payments for goods and services received and raise invoices in respect of services provided.
- To liaise with suppliers to ensure "best value" is achieved and an effective and timely service maintained.
- To assist Heads of Departments in the ordering and receipt of goods and services ensuring that appropriate controls and procedures are in place.
- To utilise the cashless payment system "ParentPay" for the collection of money for items such as trips/ revision guides etc.
- To manage the school credit cards and ensure all paperwork is kept to support reconciliation.
- To generate and issue reports to budget holders and Leadership Team members for budget monitoring purposes and compile and return reports to the MAC Central Finance Team.
- To assist with budget setting and monitoring.
- To ensure deadlines are met when undertaking financial year end processes and returns.

- To liaise with school staff, the MAC Finance Team and external organisations regarding financial matters.

### Site Services/ Premises

#### *Site maintenance and repairs*

- To obtain quotations, book repairs and organise contractors, as and when needed.
- To inform the Site Service Team of contractors coming on to site.
- To liaise with the Site Service Team to maintain an adequate stock of premises supplies.
- To order site equipment supplies.
- To liaise with contractors regarding quotations received, site work, site access, safeguarding and health and safety.

#### *Cleaning and catering contractors*

- To be the point of contact between the school and the cleaning contractors.
- To deal with any issues arising relating to cleaning and catering services.
- To ensure any catering matters such as repairs to kitchen equipment are dealt with promptly.
- To order hospitality as required.



# Finance and Facilities Officer

## **Lettings**

- To be the main point of contact to make bookings for community use in our school.
- To be responsible for the lettings diary, the completion of booking forms and the issuing of contracts and the raising of invoices.
- To produce a weekly lettings schedule for the Site Service Team of forthcoming events.

## **Minibus**

- To maintain the minibus booking diary.
- To arrange alternative transport when needed.
- To liaise with the minibus driver regarding daily routes.
- To organise the mini bus MOT, servicing, repairs and road fund license.

## **Any other duties**

Any other duties which are within the scope and grading of the position.



# Finance and Facilities Officer

Criteria	Essential	Desirable
Knowledge	<ul style="list-style-type: none"><li>Financial procedures and practices</li></ul>	<ul style="list-style-type: none"><li>PS Financials</li><li>Building related issues such as repairs and maintenance.</li></ul>
Skills	<ul style="list-style-type: none"><li>Excellent computer skills including Excel</li><li>Effective communication skills in order to work with external organisations, colleagues and students in providing financial guidance, sharing good practice, and to assist in understanding and resolving questions or issues raised.</li><li>Excellent numeracy and literacy skills in order to provide the required level of support</li><li>Methodical and accurate approach to work.</li></ul>	
Abilities	<ul style="list-style-type: none"><li>To support the distinctive ethos of our Catholic school.</li><li>Understand and interpret requirements accurately, by effective researching, questioning, listening, clarification and recording of information, where necessary.</li><li>Use a computer for data input, calculation, retrieval, analysis, research and reporting purposes.</li><li>Handle cash confidently and accurately.</li><li>Undertake duties in accordance with audit and statutory requirements.</li><li>Prioritise own workload to meet agreed deadlines</li><li>To work in a supportive team environment.</li><li>To be committed to ongoing professional development.</li></ul>	





# Finance and Facilities Officer

Criteria	Essential	Desirable
<b>Abilities</b>	<ul style="list-style-type: none"><li>• Work with guidance and supervision.</li><li>• Handle confidential information correctly.</li><li>• Be flexible.</li><li>• Use initiative.</li><li>• Remain calm and focused during times of pressure.</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working in a pressurised financial/ office environment</li></ul>	<ul style="list-style-type: none"><li>• Working in a school environment.</li><li>• Working in a school or academy's finance department.</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• GCSE qualifications (or equivalent) in relevant subjects to include English and Mathematics, with a minimum of Grade C/ 4 and above or equivalent.</li></ul>	<ul style="list-style-type: none"><li>• Working towards an AAT qualification</li></ul>



# Our School

Bishop Ullathorne Catholic school is a voluntary-aided school situated in a pleasant residential area and extensive grounds about three miles south of the city centre, on the border of Coventry and Kenilworth.

The school was established in 1953, initially as three separate schools. Bishop Ullathorne Catholic school was eventually merged into one comprehensive school with the motto *Soli Deo – For God Alone*.

The school is named after Bishop William Bernard Ullathorne who became the first Roman Catholic Bishop of the Diocese of Birmingham in 1842. During his nearly four decades of tenure, 67 new churches, 32 convents and nearly 200 mission schools were built, including the nearby parish of St Osburgs. In 1888 he retired and received from Pope Leo XIII the honorary title of Archbishop of Cabasa. Our school is committed to Bishop Ullathorne's legacy of placing the education of the whole child and the development of our spiritual self at the heart of all that we do.

Bishop Ullathorne serves a wide area of Coventry including the most advantaged and disadvantaged in the city. This helps to create our vibrant and diverse community. We believe that happy and secure children are best placed to meet their full potential; we therefore place warm, friendly relationships, alongside excellent teaching, at the centre of our ethos .

Our mission statement is to be an active Christian community of service and love. It is by placing our thoughts and prayers into actions that we are able to demonstrate our vocation and support our children in striving to be the very best they can be.





# Where next for Bishop Ullathorne Catholic School?

We are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people.

Our vision of education is of educating the whole person to the fullness of life. Our school mission embodies diversity, but goes further in identifying three key themes that crystallise our Catholic education:

- our sense of calling
- living life to the full
- love and service.

We are dedicated to school improvement. Our current strategies for excellence have placed a focus on challenge, collaboration, memory and problem solving. Our ongoing dedication to these areas will see them embedded in all our work inside and outside the classroom and is reflected in our set of values through which we all strive to live and grow:

- to be faith-filled and prophetic
- be grateful
- be attentive
- be compassionate
- be wise and curious
- be eloquent.



# Why work at Bishop Ullathorne?

Ofsted 2019

*“The school is a harmonious multi-cultural learning community.”*



Senior Teacher

*“Staff and students have a good relationship with each other. We are all working together towards being an outstanding school. I have been here for many years and had the opportunity to change my responsibilities. It has given me different experiences and challenges.”*



## Teacher

*“Our school is a community in which we all smile and support each other; we all nurture potential; we all have a voice and we take the opportunity to be our true self.”*



## Year 8 Student

*“I like Bishop Ullathorne because I feel valued. I know that there is always someone I can go to if I have a problem.”*





# Benefits

All staff are encouraged to develop professionally. Our Employee Benefits Scheme, Wider Wallet, provides a wide range of benefits such as a childcare scheme, cycle to work scheme and many discounts.

- New staff regularly meet with their direct line manager to ensure all queries and concerns are answered.
- NQTs are fully supported with a bespoke programme and have a subject mentor as well as a school NQT supervisor.
- All staff are included in a pension scheme. Teachers are automatically enrolled into the Teachers' Pension Scheme and non-teaching staff are enrolled in the West Midlands Pension Fund.
- All staff have access to a supportive Catholic community.





*“There is a sense of compassion around the school and everyone is valued as part of the school family “*

Ofsted 2019

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