

# Applicant Information



**ST. MARK'S CE SCHOOL**

ONE SCHOOL • SERVING ALL • THROUGH EXCELLENCE

# Executive Headteacher

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all - through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that teachers can teach and nurture students without being bombarded by bureaucracy. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

*"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload." - Ofsted Nov 2022.*

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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# Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

## **One School**

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

## **Serving All**

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

## **Through Excellence**

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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# Finance Officer

## Finance Officer

30 hours per week, term time only

Salary (FTE) £31,067-£35,234 per annum

Salary (Actual) £21,653-£24,557

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

We have an exciting new role for a Finance Officer that would be ideal for someone with a proven track record in finance who is looking for a new challenge.

We are seeking an organised, hardworking individual to be our Finance Officer.

The successful candidate will be part of our administration team and will ensure all aspects of financial procedures are completed to a high standard. The role will include placing orders for the school and ensuring the best value is obtained as well as liaising with companies regarding potential discounts.

The successful candidate will work closely with our School Business Manager to set and monitor the budget, apply for grants and produce financial reports for our governing body.

A good knowledge of financial legislation would be an advantage for candidates as would an understanding of school finance. Candidates should be flexible, have an eye for detail and take a pride in their work. A friendly disposition and a can - do attitude is an essential skill for this post.

If you feel you have the skills for this role we would welcome hearing from you.

*St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This role requires an enhanced DBS.*



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# Job Description

## Main Purpose:

To accurately administer the finances of the school and associated processes and to actively seek funding and money saving opportunities.

## Key Tasks:

- To be responsible for the financial administration in accordance with the financial regulations within the LA codes of practice under the supervision of the School Business Manager.
- Perform the appropriate finance checks on time to ensure the financial systems are complied with, this includes ensuring correct codes are used, unmatched banking is correct and due credits are received and allocated correctly.
- To help monitor the budget with the School Business Manager. and produce reports as and when required
- Ensure the IR<sub>35</sub> check is performed when needed
- To administer the UOA account including banking and audit preparation.
- To prepare and process the official banking.
- To assist in the preparation of the budget, the half yearly budget and the budget monitoring processes for the school.
- To be aware and comply with the principles of the School Financial Value Standard [SFVS]. Also to help prepare the annual return
- To ensure best value is obtained at all times by sourcing different options and deals for purchases and services
- To actively seek funding for the school by looking for grants and other income opportunities
- To assist the School Business Manager in applying for grants and apply for and obtain licences for all appropriate events.
- Administer lettings for the school including; hirers agreements, diary and invoices.
- To provide yearly benchmarking reports using data for similar schools.
- Obtain 3 travel quotes for all school trips and assist in trip organisation as well as maintain the general stationery stocks for school [non ICT] resources and equipment
- To liaise with the extended schools providers and the nursery that leases the school premises to ensure any issues are quickly resolved
- Liaise with school uniform providers and process general office tasks such as post, typing and filing. Also to provide job cover for other team members when required.
- To undertake reception duties including meeting and greeting visitors and answering the telephone.
- To provide hospitality and refreshments for visitors to the school
- To provide First Aid to pupils as required and to maintain the appropriate records.
- To take responsibility for their own performance plan and be able to provide evidence of how points have been achieved.
- To maintain an effective and efficient working environment that complies with Health and Safety requirements.
- To support the school values and mission statement at all times.
- To safeguard the children of the school and highlight any concerns or issues to the Senior Leadership team promptly and in a confidential manner.
- To give prompt access to current information regarding school policies as and when required within the restraints of the Freedom of Information Act and the Data Protection Act.
- Any other duties which reasonably fall within the requirements of the post, which may be allocated by the School Business Manager.

# Person Specification

Description	Essential	Desirable
<b>Knowledge</b>		
Several years' practical experience of financial administration ideally within a school setting	x	
Knowledge of financial management systems, ideally school systems		x
A good level of education to at least NVQ Level 3 (or equivalent), with a GCSE Grade C in English and Maths	x	
AAT qualification		x
<b>Mental Skills</b>		
Ability to analyse and interpret complex information	x	
Work planning skills (medium term planning)	x	
<b>Interpersonal and Communication Skills</b>		
Ability to communicate information and ideas effectively to a range of audiences, through good written and oral communication skills	x	
Ability to work well as a member of a team	x	
<b>Physical Skills</b>		
ICT/keyboard skills	x	
<b>Skills/Ability/Experience</b>		
Ability to work on own initiative & plan & organise own workload	x	
<b>Mental Demands</b>		
Ability to concentrate on detailed work for long periods of time	x	
<b>Responsibility for People</b>		
Understanding of key safeguarding issues and procedures	x	
Experience in working with/caring for children of a relevant age		x
<b>Financial Responsibility</b>		
Budget monitoring experience/ability	x	
Experience of cash handling		x

# How to apply

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

And complete the 'support staff' Application form, when completed please email to: [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

If you need any more information on the role please call:  
02380 772968.

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