

TYNE COMMUNITY LEARNING TRUST

Finance and Administration Assistant Band 3

Permanent Contract
Term Time plus 10 days
Full time – 37 hours per week
Band 3 point 5 to 6
£19,312 to £19,698 FTE per annum

Tyne Community Learning Trust is a nine school Trust based in the Prudhoe area of Northumberland that has been operating since September 2019. It is made up of 6 First Schools, 2 Middle Schools and 1 High School. Further information about the school can be found on our website, www.tcltrust.org.

Our trustees are looking to appoint an enthusiastic and highly motivated Finance and Admin Assistant to join our successful central team as soon as possible.

You will be required to process a variety of financial documents for the schools in the Trust, such as purchase invoices, bank payments, receipts, raise purchase orders and assist with procurement for the schools as well as providing an administration service to the Chair, Chief Executive and Chief Operating Officer as required.

The successful candidate must:

- have NVQ level 3 or equivalent in a relevant qualification, e.g. finance or administration
- experience of using and managing various finance and administration systems.
- Effective use of ICT and other specialist equipment /resources
- Good ICT and keyboard skills
- Ability to work with children and adults
- Ability to work as member of a team

- Ability to self evaluate learning needs and actively seek learning opportunities

In return we can offer an exciting opportunity to join and help develop our busy team.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

Informal discussions prior to interview are encouraged. Please contact Helen Beaton Chief Operating Officer. Tel: 01661830442 or email finance@tcltrust.org

Application forms can be downloaded from this website and are also available from the Trust by telephoning the number above.

Completed applications should be returned directly to the Trust by email to Finance@tcltrust.org.

Closing Date: 12.00 pm on 9 December 2020

Interview Date: w/c 14 December 2020

Guidance Notes for Completion

The above advertisement will be placed on Jobs North East website within 24 hours of the advertisement being received, unless a later placement date is requested from the debbiejuddhr Account Manager.

If you would like the advertisement to appear on any other media, please contact your debbiejuddhr Account Manager.

Notes:

1: The job title should be taken from the job description/person specification. If a proposed job description, which has not completed the formal job evaluation process, is to be used, 'to be confirmed' should be entered against the band and salary and the words 'This post is subject to job evaluation. The outcome of which will be confirmed prior to job offering being made' inserted.

2: The full time hours for a member of support staff is 37 hours per week.

3: Where the contract is for variable hours, the range of the variable hours should be included eg (variable hours contract range 15-30, initially 20 hours per week).

4: A part time salary on a pro rata basis should be included here. This includes term time only working or term time plus X days. Part time, pro rata salaries should be sourced from your Payroll provider.

Supporting Documentation

Please forward all documents, which you would like to attach to the advertisement whilst it is live on the North East Jobs website, with this advertisement to your debbiejuddhr Account Manager.

Document	Attached
Job Description/Person Specification	Yes
Advertisement (advertisement request for North East Jobs)	Yes
Equality in Employment Policy	Yes
School Application Form	Where the debbiejuddhr Account Manager does not already have a copy, please attach. Yes/No
Other: Please detail	
Other: Please detail	

Other: Please detail	
Other: Please Outline	