



# Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

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JR/t

July 2020

Dear Applicant

## Finance Assistant

Thank you for your enquiry about the post of Finance Assistant at Bottisham Village College. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

If you would like to know more about what a great place this is work, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/college-information/teaching-at-bottisham/>

This is a rolling advert – we plan to close the advert as soon as a successful candidate has been appointed, and therefore we would encourage you to send in your application without delay. Interviews may be held via video calling in the first instance. Please send your completed application form, together with a letter of application to Stacey Turner (HR Assistant) [hr@bottishamvc.org](mailto:hr@bottishamvc.org).

Yours sincerely

**Mrs Jenny Rankine**  
Principal





## Information for applicants

### Welcome from the Chief Executive Officer



I am delighted to be able to introduce you to Anglian Learning. We are an ambitious, outward looking multi-academy trust. We are passionate in our belief that all young people deserve to have access to an outstanding education; we are determined that this will be the case for all those in our school communities. Our motivation in establishing Anglian Learning was based on a strong underlying belief that we can simply achieve more together. We've tried to encapsulate that within our over-arching goal:

*'To create self-sustaining, community based clusters of schools that celebrate individuality, creativity and innovation and actively pursue a collective responsibility for achieving excellent outcomes for all learners across the trust.'*

We are convinced that the chances of achieving this goal will be strongly enhanced by working together across the whole age range, enabling us to collectively enhance the experiences, achievements and ultimate life chances for all of the children and young people in our care. We are therefore delighted with the establishment of our first Primary Hub, which will complement and enhance the work of existing secondary schools.

We understand that staff are our most important resource. Quite simply, we want to recruit, develop and retain colleagues who share our vision. We are committed to offering high quality, personalised professional learning and developmental opportunities to support career development and personal growth.

Anglian Learning has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to new ideas, professional challenge and alternative perspectives. We are firmly committed to maintaining the individual ethos and identity of each school, matched to the needs of each local community, whilst all sharing the same core trust values and goals.

I hope that you find the information in this booklet helpful and if you have any queries then please do not hesitate to make contact with either the school or [hr@anglianlearning.org](mailto:hr@anglianlearning.org).

We very much hope that you will consider working with us and that we can be instrumental in developing your career.

Kind regards  
*Jonathan Culpin*  
**CEO Anglian Learning**

## Anglian Learning, a unique multi academy trust

All members of our Trust share the firm belief that successful learning communities are underpinned by ambitious vision, trust and strong inspirational leadership at all levels of the organisation. Through membership of Anglian Learning, these values are reinforced by working with like-minded schools, leaders and teachers, to make a difference to the lives of our young people. We believe that we have a shared responsibility, through support and challenge, to ensure that all our academies can offer an outstanding education to all students. We are committed to the best financial planning and clearest governance structure with a rigorous system of checks and balances to ensure our future development and growth.

Anglian Learning was initially created by three highly successful Cambridgeshire Secondary School Academy Trusts, with similar visions of enhancing the capacity of mutual support and challenge, formally joining together as a Trust. A further secondary school joined Anglian Learning in March 2016 with an Ofsted rating of Requires Improvement, which had been held for several years. In October 2018, due to the work undertaken by the staff, the Principal and the Trust, the school successfully achieved a rating of Good in all areas.

In March 2018 Anglian Learning established a Primary hub with three primary schools choosing to join the Trust, forming a collaborative and supportive primary network. Anglian Learning has also won the contract for a new primary school The Wing School which is currently due to open in 2020.

Further information about each of our schools can be found by visiting their websites:

- [www.bottishamvc.org](http://www.bottishamvc.org)
- [www.sawstonvc.org](http://www.sawstonvc.org)
- [www.bassingbournvc.net](http://www.bassingbournvc.net)
- [www.jfan.org.uk/](http://www.jfan.org.uk/)
- [www.netherhall.org/](http://www.netherhall.org/)
- [www.bottisham.cambs.sch.uk/website/home/](http://www.bottisham.cambs.sch.uk/website/home/)
- [www.fenditton.cambs.sch.uk/](http://www.fenditton.cambs.sch.uk/)
- [www.staplefordprimaryschool.org/](http://www.staplefordprimaryschool.org/)



We are committed to ensuring that all Anglian Learning schools aspire to achieve consistently improving progress measures that are significantly above national expectations and place them in the top 10% of schools nationally.

We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross school educational fertilization within the Trust to improve life chances by:

- *Developing a dynamic and inspirational culture for teaching and learning excellence.*
- *Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.*
- *Building a curriculum and assessment structure that will enable teachers, students and parents to celebrate success and respond swiftly to challenge.*
- *Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally and internationally.*
- *Promoting, enabling and supporting leadership at all levels to flourish in individual schools and across the Trust.*
- *Providing CPD opportunities for staff at all levels in the Trust*

The Trust Leadership Team comprises of a CEO, supported by a Deputy CEO who is a trained Ofsted Inspector, a Primary Executive Headteacher who oversees and supports the Primary Hub and highly qualified and experienced Directors advising on Finance, ICT, Operations and Human Resources. Canvassing any member of staff, member of governing Body or Trust Board directly or indirectly is prohibited and will be considered a disqualification.

The operational structure of the central team is constantly being reviewed to ensure that it delivers the maximum and desired support to the schools within Anglian Learning.

As an employee of Anglian Learning the successful candidate would benefit from:

- *A collaborative framework across all schools providing professional support, wider career opportunities and personal development structures.*
- *Strong links with the Anglian Gateway Teaching School Alliance and Cambridge and Suffolk Schools Alliance supporting the significant opportunities for career development.*
- *An ambitious, forward thinking and caring environment where pupils and staff are provided with the facilities to achieve their potential.*
- *A Health and Wellbeing Charter which includes free use of the sporting facilities across the MAT for staff.*
- *Requests for flexibility in working arrangements/patterns would be considered*

**Anglian Learning is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all irrespective of gender, marital status, disability, race, age or sexual orientation.**





## About Bottisham Village College

Bottisham is 5 miles East of Cambridge, just off the A14 trunk road. The Village College is a eight form-entry mixed 11-16 comprehensive school and serves twenty one villages in the area bordering Cambridge and east to Newmarket. The school is heavily oversubscribed with 1160 students on roll, rising to 1500 in next 5 years.

We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society. We have extremely high expectations and work with commitment and dedication to enable all students to have the opportunity to achieve their full potential, both academically and socially. The school community values all our staff, students, parents and carers and their contribution to our successes and achievements. <http://www.bottishamvc.org/college-information/cultural-values>

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. Bottisham Village College continues to aspire to this vision.

<http://www.bottishamvc.org/college-information/teaching-at-bottisham/>



This is an exceptionally exciting time for the college for a candidate to join us. Following a very busy 18 month period, the College's £17 million Capital build has been completed giving the College additional resources including a large performance hall, new dining facilities, larger music department, dance studio, new library and English and maths classrooms. The build has also provided a new and convivial reception area, new offices, the large Henry Morris hall and conference space as well as a Trust central office suite.

## Ofsted

Our most recent Ofsted inspection took place in June 2012, when we were judged to be outstanding in all areas: Overall Effectiveness, Achievement, Quality of Teaching, Behaviour & safety and Leadership and Management.

We are very proud of this achievement which was the culmination of the talents, dedication and enthusiasm of all our staff. We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:



*This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.'* Ofsted 2012

Post 16, students have a very wide choice of educational opportunities in and around Cambridge. The overwhelming majority of our students, approximately 97% continue in full-time education.

## Our Staff

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise.

Bottisham is a member of a SUPER ( School University Partnership in Educational Research) network of schools working with the University of Cambridge, Faculty of Education which provides opportunities for staff to undertake classroom-based action research.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy College events such as concerts or staff socials; there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



## Our Students

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

## Working in Partnership with Parents and Carers

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

## Anglian Gateway Teaching School Alliance



Following our successful Ofsted inspection in June 2012, we successfully applied to be a National Teaching School and National Support School. In partnership with two outstanding local primary schools and formed the Anglian Gateway Teaching School Alliance. This alliance consists of a large group of cross-phase schools in Cambridgeshire & Suffolk, together with a range of other highly regarded organisations such as the University of Cambridge, Faculty of Education.

As a Teaching School we have the freedom and autonomy to work collaboratively with our partners to deliver high quality support for teachers and leaders at all stages in their career.

We are involved in the following areas:

- *providing a strong supply of high quality new teachers through the development of school-based initial teacher training programmes*
- *providing high quality continuing professional development programmes that significantly improve the quality of serving teachers and support staff*
- *developing great leaders and the next generation of headteachers*
- *working with schools in need of additional support*

We are very excited about the professional and leadership development opportunities that this designation offers to our staff. For example, a growing number of colleagues have the opportunity to be directly involved in the training of new teachers, others are working as Specialist Leaders of Education, sharing their expertise by supporting staff in other schools.

## **The Locality Team**

We are very fortunate to have a Locality Team based on our college site. This Local Authority service offers a broad range of support services for both students and their parents/carers, including, Educational Welfare Officer, In-School Student Support workers, Youth Workers and Parent Support Advisors. College staff have developed very close working relationships with our colleagues in the Locality Team to ensure that the varied needs of all young people in our care are met.

## **The Community Dimension**

Bottisham has no village hall, and no village green. The Village College fulfils both of those functions and our Sports Centre, adult learning provision in the evenings and community library are at the heart of our community life.

**It is very difficult to sum up Bottisham Village College in a few pages. Check out our [website](#), [twitter](#), [Instagram](#) and [facebook](#) pages to help bring the school to life or even better [contact us](#) to organise a visit!**



## **Equal Opportunities**

Bottisham Village College is an Equal Opportunities employer.

***We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.***

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## JOB DESCRIPTION

<b>POST TITLE:</b>	Finance Assistant (purchases)
<b>GRADE:</b>	Scale 3 - 30 hours per week (Term Time) plus 10 additional days to be worked over the academic year at the direction of the Principal.
<b>HOURS OF WORK:</b>	8.30 am – 3.00 pm (Monday to Friday) with ½-hour unpaid lunch break
<b>RESPONSIBLE TO:</b>	Finance Manager

### PURPOSE OF THE JOB:

- To assist in maintaining an efficient and effective finance and administration function for the Academy, ensuring compliance with financial procedures and legal/statutory requirements.
- The focus of this role is administration of the purchase ledger and support month end. Although flexibility is required to support sales and other processes when this is required.

### MAIN RESPONSIBILITIES:

1. Administration of the purchase ledger e.g. raising orders (to be checked against budgets), checking deliveries and processing invoices.
2. Prepare and process the payments of suppliers by BACS via on-line banking.
3. Administer and maintain the petty cash account and reconcile at month end.
4. At month end reconcile the purchase ledger, prepare journals eg: fuel recharges, fuel accruals, reprographics and catering recharges. Update spreadsheets for capital expenditure and other ad hoc projects.
5. Process the income of cash for school catering, this includes emptying the Cash Loader on a daily basis and prepare the banking and post in Sage accounts.
6. Administer the Cashless Catering system in accordance with procedures, also point of contact for day-to-day queries from staff and students.
7. To compile, review and distribute the monthly faculty budget summary reports to the nominated budget holders.
8. Administration of staff training requests, dealing with course bookings and processing associated orders and maintain relevant spreadsheet.
9. Provide support/cover for colleagues, where necessary.

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10. Undertake any ad-hoc projects or work as required to meet the needs of the Academy. Flexibility is required to support sales and other processes when required.

## **SAFEGUARDING**

1. Be aware of, and comply with the policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person

# BOTTISHAM VILLAGE COLLEGE

**BOTTISHAM VILLAGE COLLEGE  
PERSON SPECIFICATION  
POST: Finance Assistant**

**Bottisham Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

Attribute	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to at least GCSE/O Level standard including English and Maths or proven equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant financial and administrative qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Prior experience of using computerised purchase ledger systems, preferably Sage 200</li> <li>• Prior experience of managing and processing all aspects of purchase ledger from start to finish</li> <li>• Bookkeeping experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a secondary or primary school</li> </ul>
<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills when dealing with staff, parents and students</li> <li>• Ability to prioritise workload and experience of working to monthly deadlines</li> <li>• Ability to cope with interruptions</li> <li>• Well-developed ICT skills with a good working knowledge of Word, Excel and Outlook.</li> <li>• Strong organisational skills, ability to plan, prioritise and multi task.</li> <li>• Ability to communicate clearly orally and in writing</li> <li>• A high degree of accuracy in data inputting, close attention to detail and a conscientious approach</li> <li>• The ability to work independently and collaboratively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of double entry book keeping</li> <li>• Use of SIMS (School Information Management System)</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Positive, proactive and flexible approach to working</li> <li>• Commitment to safeguarding and promoting the welfare of young people</li> <li>• Satisfactory CRB check, Medical Clearance and References.</li> </ul>	