

St. Joseph's Catholic College

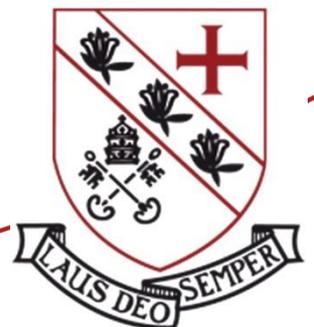
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# Purchasing and Finance Assistant

## Candidate Information Pack



Dear Applicant,

Thank you for your interest in the Purchasing and Finance Assistant post currently being advertised at St. Joseph's Catholic College.

St Joseph's is a large, popular and fully comprehensive school near the centre of Swindon. We are currently oversubscribed in all years from 7 – 11, and the school is increasing in size, with approximately 270 students admitted in ten tutor groups to year 7 in 2016 and 2017, an increase from the approximately 240 that were admitted in previous years. Our students come from the full range of socio-economic groups in the town, with 16% currently in receipt of pupil premium funding. The prior attainment of our students also covers the full range, and our curriculum is designed to fully support those who did not make expected progress in primary school, as well as those who will clearly need to be stretched and challenged to aim for the highest possible grades at GCSE. The current 10% of our students with special educational needs are fully and expertly supported, as are those with disabilities. Our student body is truly multicultural, with English being an additional language for 46% of them.

The diversity described above is one of the factors that makes our school such a vibrant and exciting place to work – the variety of professional experience that we enjoy here at St. Joseph's was a key reason why many of us work with children, and why we now love working in this school. As a member of staff here you will enjoy this experience both in your day-to-day role as well as benefitting from the professional development it inevitably brings.

In January 2018 we were inspected by OFSTED and our status as a 'good' school was confirmed – the report, and the previous report from November 2014, are available [here](#). As you can see, our latest report includes:

- *In different year groups and subjects, pupils apply themselves to their studies. They behave well and share positive relationships with staff.*
- *The school's culture promotes tolerance of difference and pupils reported that they get on with each other well.*
- *Pupils' progress at key stage 4 has been above average overall and in subjects such as mathematics, English and languages over time.*
- *Strong teaching is evident in subjects such as mathematics and English.*

In short, we have wonderful students, a committed, talented staff and excellent facilities. We fully support the continuous professional development of all our staff – for example, seven other senior leaders in the school are currently undertaking the 'National Professional Qualification for Senior Leadership' which was organised by the school for them. In addition, you will access a range of other benefits such as our Health Benefit scheme.

If you would like to come for an informal visit you are most welcome to do so by contacting our HR department. We do not require staff to be people of any faith for this post but we do ask that applicants respect the Christian ethos of the college.

Yours sincerely,

Jerry Giles – Head of School.

# Job Description: Purchasing and Finance Assistant

## 1. Core Purpose and Main accountability

- To assist the Financial Controller in the financial operations of the College

## 2. Key Responsibilities

- Research potential vendors
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information & invoices
- Raising quotations
- Responding to queries
- Matching and processing supplier invoices
- Liaising with suppliers to resolve queries
- Supplier statement reconciliations
- Preparing supplier payment runs
- Maintaining supplier relationships

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

### **Safeguarding children**

- To promote and safeguard the welfare of all children and young people that you are responsible for, or come into contact with.
- Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.

### **Team Working**

- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the school policies and procedures relating to health and safety and equality of opportunity.
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the school.
- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

### **Personal Development**

- To work positively and constructively with the line manager to identify strengths and agree an action plan in relation to development needs, to set these out in a personal development plan which will be reviewed regularly with the line manager
- To be aware of the current national and local issues relating to Education insofar that they affect the post.

It is a requirement, in accord with the guidance of the Catholic Education Council, that staff in Catholic Colleges should *“have regard to the Roman Catholic character of the College and not do anything in any way detrimental or prejudicial to the interests of the same”*.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



## Person Specification

Finance Assistant Person Specification	Essential	Desirable
<b>Qualifications and professional development</b>		
Educated to GCSE level or equivalent	✓	
Suitable Numeracy and Literacy skills	✓	
<b>Experience</b>		
Experience of working within a school/College environment		✓
Experience of working within a small finance team		✓
<b>Knowledge, Skills and abilities</b>		
Experience of Sage – Preferably 200		✓
Good Knowledge of bookkeeping		✓
Good working knowledge of Excel		✓
Ability to identify work priorities and manage workload.	✓	
Ability to maintain accurate work records	✓	
Have excellent organisation and time management skills.	✓	
Good communication and interpersonal Skills	✓	
Proven ability to meet deadlines	✓	
<b>Personal Outlook</b>		
Be self-motivated.	✓	
Ability to motivate others.	✓	
Ability to work under pressure.	✓	
Must be proactive.	✓	
Have excellent communication skills.	✓	
<b>Safeguarding Children</b>		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Sound attitudes to the use of authority and maintaining discipline		✓
<b>Vision</b>		
Appreciation of, personal comfort with and contribution to the Catholic and Christian ideals of the College.	✓	
Demonstrable commitment to Catholic ideals.	✓	

# St. Joseph's Catholic College

In 1958 St. Joseph's Secondary School was opened for pupils aged 11 to 15 to provide Catholic education within the Clifton Diocese. Built close to the centre of Swindon, the school soon became widely recognised for its academic achievement and active promotion of moral values. The College moved to state of the art buildings in 2006 and has excellent facilities across music, drama, sports, science, art and technology.

## Our Vision

The college motto is 'Laus Deo Semper' which translates as 'Praise God Always.'



Students are taught that to do this means always trying their best in whatever they set out to do, and always achieving as much as they can. They are taught that it means making choices about how to behave and how to treat others based on their core moral principles. Here at St. Joseph's we specifically use Gospel values as moral principles, and we teach students how to use them to underpin the decisions they will face throughout their lives. Gospel values include:

- Love of God and love of others
- Forgiveness of wrong doing
- Justice for the oppressed
- Concern for the causes of suffering
- Compassion for those who suffer
- Service to others

We aim to ensure that these values are embedded in the educational experience of our students, both in the academic curriculum that they follow as well as in the assemblies, tutor work, enrichment activities and charity work that they undertake in their time here.

[www.stjosephscollege.net](http://www.stjosephscollege.net)