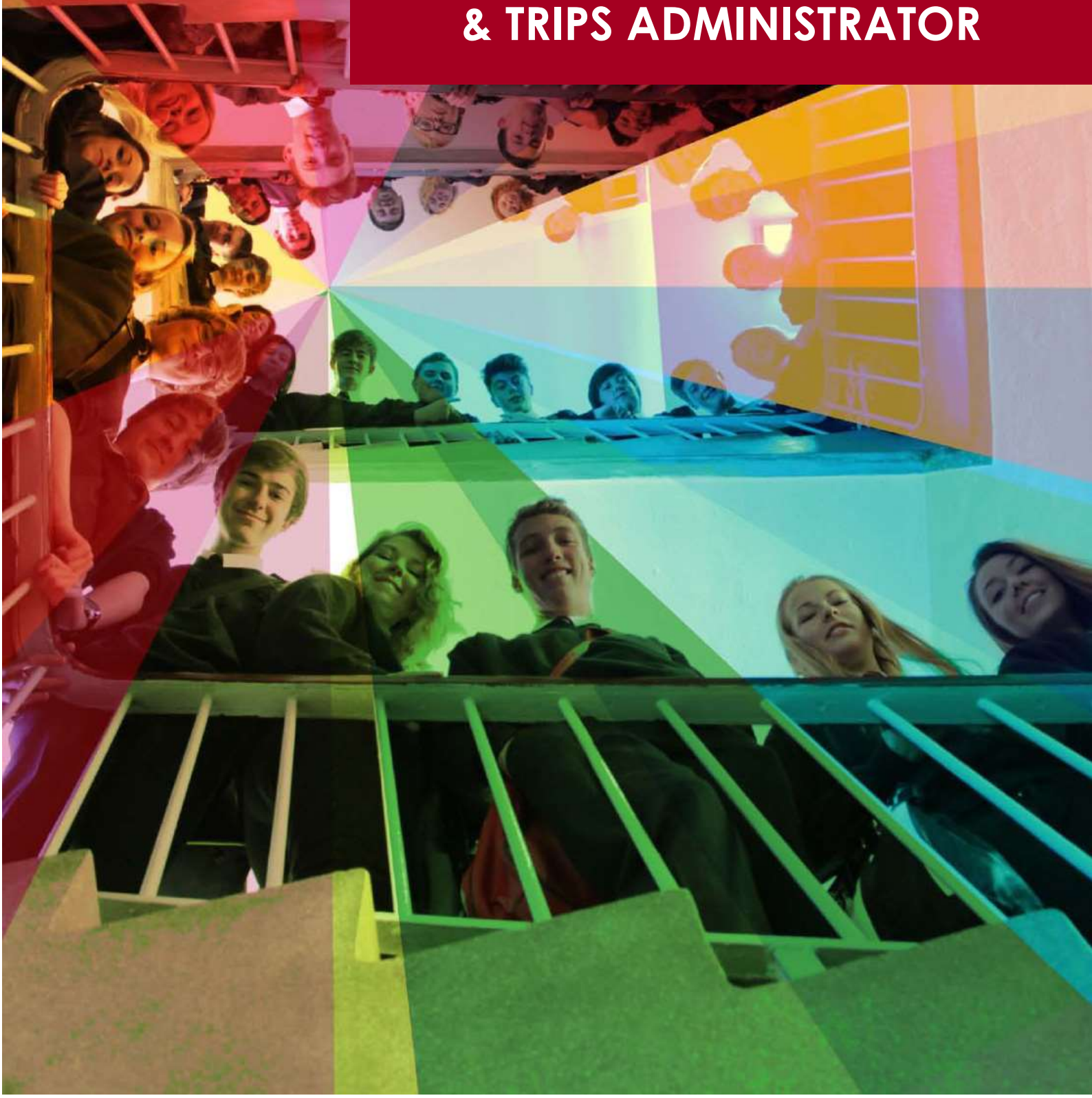




SPRINGFIELD  
SCHOOL<sup>®</sup>

# FINANCE SUPPORT OFFICER & TRIPS ADMINISTRATOR





THE



DEPENDS ON WHAT  
YOU DO TODAY



---

## AN INTRODUCTION TO SPRINGFIELD

---

We are a large and inclusive school with over 1 100 students on roll, situated in the suburb of Drayton, to the north of the City of Portsmouth, nestled under the slopes of Portsdown Hill.

The school has an established history of excellent practice and high achievement; in October 2019 Ofsted judged the school continues to be good. Ofsted commented that 'Leaders support staff effectively by providing useful training and, wherever possible, reducing workload. Staff morale is high at this inclusive school.'...' pupils are very well prepared for their next steps when they leave'.

We are a strong, aspirational community founded on positive and respectful relationships; every individual is known and supported in their learning and personal development. We aim to inspire our students with a love of learning, a desire to innovate and a sense of discovery and optimism for their twenty-first century world.

Our curriculum is rich and broad, and our commitment to promoting student leadership and co-construction means that students are actively engaged in developing the school, and shaping their own learning. Our teachers recognise individual learning styles, as well as the need to encourage independent and collaborative learning.

We aim to:

- Create aspirational students for whom success and the pursuit of excellence is an expectation.
- Empower our students to maximise their potential and develop the skills they need to live independent and happy lives.
- Provide a relevant academic curriculum which supports students to become responsible citizens, well equipped for the technological and global society in which they will live.
- Develop system leadership at all levels and ensure that it drives creativity and improvement across the school.
- Increase further the occurrence of 'outstanding' teaching across the school.

The pursuit of excellence underpins everything that we do. We aim to work closely with our different stakeholders to ensure that each and every student who comes through our door gets the very best opportunities that will set them on the path for an exciting, successful and fulfilling future.



Ms Sara Spivey BSc, MA  
Headteacher



Springfield is one of three schools in The De Curci Trust, alongside Solent Infant School and Solent Junior School. All three schools are conveniently located within walking distance of each other, and are in similar catchment areas.

The close geographical proximity allows for collaborative working across the schools, sharing best practice, and aiding transition. Through a mutual respect and shared vision:-

- We recognise that the national and local educational landscape has changed; the academies programme offers schools freedom and autonomy to develop independently.
- We see this as an opportunity; as successful schools we are committed to leading school improvement within our own organisations and across the wider system.
- We share a vision of promoting high aspirations and achieving excellent outcomes for all children; our schools are inclusive and exist to serve the children who live in the locality.
- We believe that the school learning environment should deliver a vibrant, creative and relevant education for all pupils; fostering a love of learning is central to what we do.
- We are committed to developing high quality staff and building leadership capacity across our schools; continuous professional development is an entitlement for all staff.
- We recognise that schools are different and have unique identities; our approach is to allow schools to determine their own routes to excellence within the context of their own community.
- We aspire to develop expertise across all phases of education that can be shared within and beyond our trust in order to secure school improvement for all.

[www.thedecurcitrust.co.uk](http://www.thedecurcitrust.co.uk)

The De Curci Trust, a charitable company limited by guarantee registered in England and Wales with company number 10646541. Registered office address: Springfield School, Central Road, Portsmouth, United Kingdom, PO6 1QY.

Trustees: C Batstone, H Bement, K Bochen, A Cufley, S Hamilton, S Spivey

---

## JOB SUMMARY

---

We are seeking an ambitious, and highly motivated Finance Support Officer & Trips Administrator to join our school and central support team.

We would like you to use excellent communications skills and work with colleagues across the wider trust community to ensure transactions are processed efficiently, and in accordance with trust policies and the Academy Trust Handbook.

Opportunities to play a wider role in the school community may also exist for those candidates with skills and experience beneficial to the school.

For an informal discussion regarding this post, please do not hesitate to contact Sam Rolfe, Finance & Business Systems Manager.

---

## PROFESSIONAL DEVELOPMENT

---

Continuing professional development has the full commitment of the Governors, the Headteacher and all staff. We are keen to maintain an ethos in which educational issues are debated and high expectations are set. Training and development opportunities could be available for the right candidate.

---

## EMPLOYEE BENEFITS

---

- Up to 31 days Annual Leave in addition to Bank Holidays
- Generous Local Government Pension Scheme (LGPS)
- Employee Assistance Programme
- Childcare Voucher Scheme
- Retail Discount Scheme

---

## SAFEGUARDING

---

Springfield School and The De Curci Trust are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

At Springfield School, all staff are expected to adhere to, and ensure compliance with the School's Safeguarding Policies and Procedures at all times.

Safer recruitment practice, and pre-employment checks including DBS Disclosure at Enhanced Level will be required before any appointment is confirmed.

---

## JOB DESCRIPTION – FINANCE SUPPORT OFFICER & TRIPS ADMINISTRATOR

---

<b>Job Title:</b>	Finance Support Officer & Trips Administrator
<b>Responsible to:</b>	Finance & Business Systems Manager
<b>Key Purpose:</b>	To act as principle administrator for all trips. To record financial transactions and support the administrative operations of the school.
<b>Pay Band:</b>	5 - Actual (£18,005 - £19,270) - (FTE £24,362 - £26,073)
<b>Weeks per year:</b>	41 (Term Time inc. INSET days + the equivalent of 10 additional days by mutual arrangement)
<b>Hours per week:</b>	30hrs/wk – normal working hours to be discussed at interview with a requirement for occasional flexibility due to needs of the school.

---

### PRINCIPAL RESPONSIBILITIES/DUTIES

Maintain accounts in accordance with sound financial practices, which meet the requirements of school and trust policies, and The Academy Trust Handbook.

Maintain and control all trip administration, costings and pupil allocations, working closely with trip leaders, to ensure the timely submission of offers on our school system.

Respond to queries from and support parents with accessing online payment systems.

Contribute to the wider finance department, and provide support to other colleagues within the finance team / administrative team with aspects of their work according to departmental workload.

Collection, checking and banking of income (e.g. uniform sales, school trip money, revision guides) including administrating online payment systems.

Raise and issue school and central sales invoices as and when required.

Create and issue financial reports to budget holders, Business (Systems) Manager, CFOO, and auditors as required.

Ensure accurate records of supplier contact details, and supporting information are maintained and updated in accounting and compliance software systems.

Maintain a comprehensive contracts database, to ensure that renewal and notice deadlines are adhered to as appropriate.

Administer lettings including responding to enquiries, facilitating new agreements, ensuring that all appropriate paperwork is completed and recorded, and that income is billed and received accordingly.

Provide secretarial, clerical and word processing support ensuring accuracy and confidentiality at all times to the School Business Manager and Executive Team, including HR & Recruitment records.

To answer and direct telephone enquiries from suppliers, customer, staff, pupils, parents and the general public.

Report student and school issues in line with the School's policies for health and safety, child protection, behaviour management etc.

Attend meetings and training sessions as required.

Be involved in extra curricular activities, e.g. open days, presentation evenings

Work under own initiative to ensure workload is prioritised and efficiently completed.

Promote actively the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

Comply fully with the Health and Safety at Work Act 1974 etc, the Trust and school's Health and Safety Policies and all locally agreed safe methods of work.

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

To participate in Employee Development schemes and Performance Management (Appraisal) and contribute to the identification of own team development needs.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.

As we continually work to improve and develop systems and procedures, working practice and duties may change over time in line with the wider scope and pay band of this role. This Job Description is not exhaustive and may be subject to review according to the changing needs of the school and trust.



Springfield School  
Central Road, Drayton,  
Portsmouth, PO6 1QY

Tel (023) 9237 9119

Fax (023) 9238 8784

Email [contact@springfield.uk.net](mailto:contact@springfield.uk.net)

Twitter @SpfldUK

Headteacher  
Ms S F Spivey BSc, MA

[www.springfield.uk.net](http://www.springfield.uk.net)