

ENGLEFIELD CE (AIDED) PRIMARY SCHOOL

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Headteacher: Hilary Latimer

NOR: 98



“Sowing the seeds for a flourishing future”

FINANCE OFFICER

**Permanent part time post, term time only – BAND F
25 per week (flexible to be agreed)**

The Governors of this popular and successful Church of England school are looking to appoint a permanent part time Finance Officer. This is a wonderful opportunity for someone to develop themselves in this role and become an integral part of our staffing team. Our office team is small, you will be working alongside our School Secretary and Clerk to Governors providing a high quality, personal administrative support service to staff, parents, pupils and governors. An ability to work as part of a team and promote positive relationships is essential - there is a great comradeship amongst all who work in our school, be you a member of staff or a volunteer.

We are seeking well qualified and ambitious candidates who are looking for an opportunity to contribute to the continued success of our school. In addition to the responsibilities and daily tasks of ensuring the efficient financial management of the school, as their experience and the school itself develop, this post offers an opportunity for career enhancement for someone wishing to fulfil an interest in supporting other aspects of school business management.

Ideally we would wish for a start date at the beginning of June 2021 to enable you to work alongside our current incumbent who is retiring at the end of the academic year. We would however be willing to wait for the right person if you are unable to start during the summer term. We are looking for 25 hours per week, actual days/times are flexible.

As our school's finance person you will be responsible for efficient budget management which contributes to the financial security of the school. You should be able to communicate well with a wide range of people always in a considerate and helpful manner. We are seeking someone with the following qualities:

- A flexible and adaptable approach, you should be able to demonstrate initiative.
- An understanding of and ability to respond to the unique demands of a small village primary school; all members of our staff team often have to wear a variety of different 'hats' during a typical school day (often all at once!)
- A person who enjoys working in a school environment
- A sympathetic and caring manner with children at all times, for example when a child comes to you not feeling very well;
- Be familiar with school information management systems such as SIMS and FMS (training is available, with excellent support from West Berkshire's SIMS Team and Schools Accountancy)
- Be confident in the use of ICT and have good knowledge of Word for Windows and Excel
- A willingness to participate in meetings, training and attend any inset days if required.
- An ability to work in close cooperation and as part of a well established and supportive team who are committed to high standards. Pupils, parents and staff are highly dedicated and we feel justifiably proud of our academic achievement and excellent pastoral care.
- An appropriate style for encouraging and supporting the school PTA, particularly with promoting their fund raising activities.

- A professional and considerate manner when working with the Local Authority, Oxford Diocese and numerous supporters of the school, the foremost of whom are the Englefield Estate.
- You should understand and show a willingness to promote our Christian ethos.
- A willingness to contribute fully to the life of our school such as attending and helping organise whole school events, etc.

We are committed to safeguarding and promoting the welfare of our pupils and we expect all staff and volunteers to share this commitment. All staff appointments and regular voluntary helpers are subject to Disclosure & Barring Service checks and completion of a Disqualification Declaration form. All staff receive child protection training. The school has a designated teacher and a designated governor who have received enhanced child protection training.

Location

Englefield village is 7 miles west of Reading, between Theale and Pangbourne, and is 5 minutes drive from Junction 12 of the M4 motorway. The catchment area includes the villages of Englefield, Sulham (whose own school closed in 1969) and Tidmarsh. Englefield is a village of approximately 130 people, whose land and houses are privately owned by a Trust. It is listed and protected from development which gives it a uniquely unspoilt feel. It has a thriving church which is part of the joint benefice of Englefield and Theale. We share our school site with a private residential dwelling (Old School House) and the Englefield Village Rooms. Our village has a post office and store. Children are attracted to Englefield School from surrounding villages and from out of the catchment area.

The school setting is rural, with one side facing the small village street and with the other side backing on to fields. It has a large grass playing field, a hard play area, an environmental area, pond, adventure playgrounds and a netball court/hard play area to the rear of the main building.

Buildings and Site

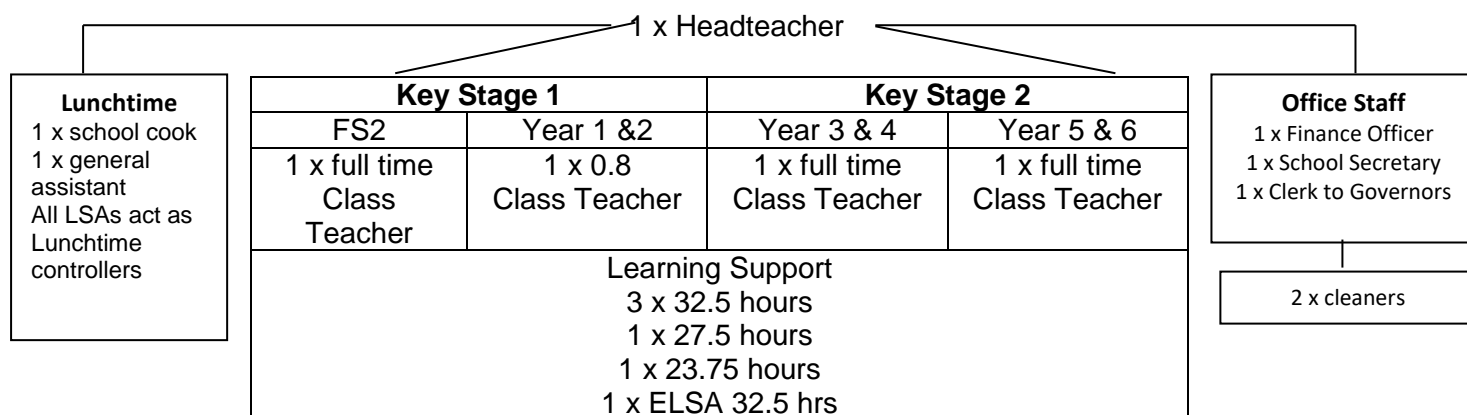
The school is in two buildings, one being the original Victorian hall, converted to a large, well appointed games hall (also used for school meals), a kitchen, kiln room, storeroom and cloakrooms. The modern main school building provides four large, sunny classrooms, three group rooms, a well equipped and purpose built cookery room, staff room, large library area, offices and cloakrooms.

Organisation of classes

The school operates a single point of entry with a planned admissions no. of 16. We aim, wherever possible, to keep year groups to this size. The school operates 7 year groups – Foundation Stage, through to Year 6. The school teaching structure is vertical, i.e. two year groups are taught together in one class. We currently have 98 pupils on roll.

Key Stage 1 (Infants)		Key Stage 2 (Juniors)	
Foundation:	18	Year 3	11
Year 1	16	Year 4	17
Year 2	14	Year 5	9
		Year 6	13

Staffing Structure



School Liaison

Parents are welcome in school and help with a range of activities including netball, football, reading, craftwork, cookery, recorder tuition and school band, and an afterschool gardening club. We have a very active Parent Teacher Association who have raised large amounts of funding over the years to help the school. We have a Governing body of 12, who are much involved in the school. We are very much part of our local community.

Englefield School is a member of the Kennet & Theale Rural Schools Federation, which encompasses 12 schools who meet to exchange ideas and join together for various activities.

Voluntary Aided Status

Englefield School is a Voluntary Aided School and as such receives advice from the Oxford Diocesan Board of Education. Children and parents take part in regular end of term services at St Marks Church, Englefield, and our local Priest takes weekly assemblies at school.

As a church school we aim to encourage learning by providing a welcoming, happy and supportive environment in which Christian values are central to the ethos of the School and its teaching. We aim to build links between the School, the family, the parishes and local community.

How to apply

All applications should be made on the school's application form for support staff. Preferably this should be completed electronically and sent in via email, office@englefield.w-berks.sch.uk it can be completed in handwriting in black ink or black ball point pen and sent in via post.

Visits from applicants are warmly encouraged. Candidates shortlisted for this post will be contacted by telephone or email to be invited for interview, which will take place either in person or via zoom/Microsoft teams. The successful candidate would ideally take up post at the beginning of June but we are prepared to be flexible for the right candidate.

HILARY LATIMER
Headteacher

16th March 2021