



# The Purbeck School

Achieving Excellence Together

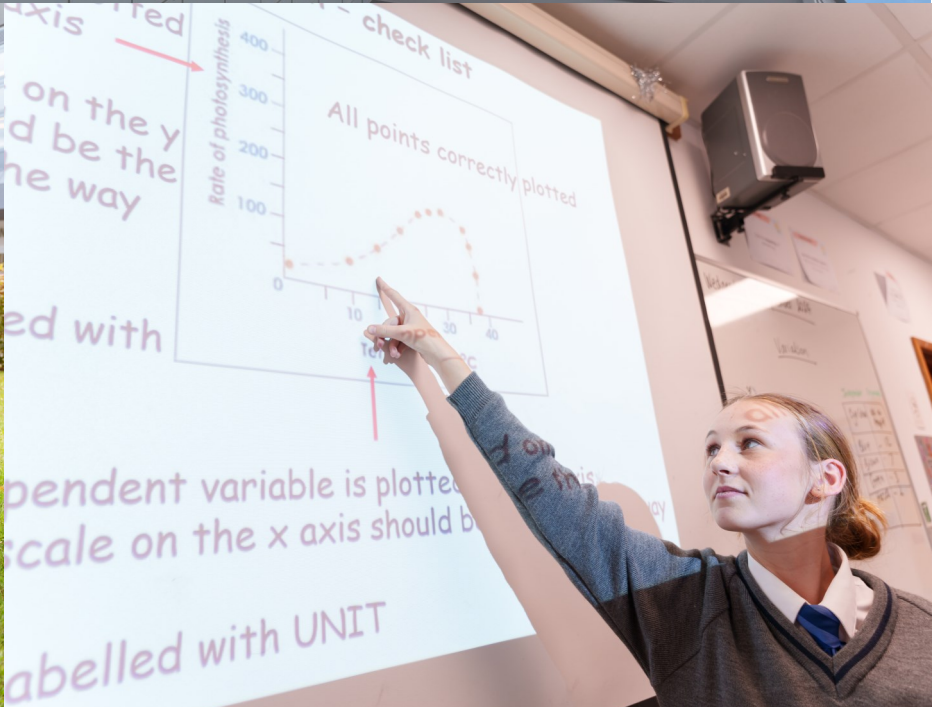
## APPLICATION PACK for Finance Assistant



*Kindness, Aspiration, Perseverance*







# Welcome to The Purbeck School

Thank you for your interest in becoming part of the team at The Purbeck School.

I am obviously a little biased but The Purbeck School is a wonderful place to work. Over the past three years we have grown to be a very successful school with excellent results placing us comfortably in the top 20% of schools nationally.

We have high expectations of our staff and students and work around the key principles of kindness, aspiration, and perseverance. We are looking for committed people who care passionately about education and the welfare and progress of students. This is also an incredibly supportive and friendly school with a very caring pastoral team.

Informal visits are welcomed, or if you have any questions please contact Sarah Penney on [spenney@purbeck.dorset.sch.uk](mailto:spenney@purbeck.dorset.sch.uk)

Full details of how to apply are available on our website: [www.purbeck.dorset.sch.uk](http://www.purbeck.dorset.sch.uk)

The closing date for applications is noon Monday 24th February 2025.

I hope you find the information in this booklet useful and I look forward to hearing from you.

Yours sincerely,



Mr Adam Darley  
Headteacher



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# What OFSTED say

(April 2018)

*'students' progress in the sixth form and overall progress measures in the end of key stage 4 tests have been **very good**'*

*'progress in mathematics in the end of key stage 4 tests in 2017 placed the school in the top 20% of schools nationally, with middle-ability and the most able **pupils achieving significantly above pupils of similar abilities nationally**'*

*'[at key stage 5] overall outcomes for learners are **well above the national average**'*

*'transition from key stage 2 to 3 is **seamless**'*

*'**pupils are learning progressively** in subjects within the five years before taking their end of key stage 4 tests'*

*'subject leaders intervene with teachers and pupils, as and when necessary'*

*'Wise spending of the Year 7 Catch Up funding'*

*'**learners are known well as individuals** and are provided with **meaningful careers guidance** so that they leave the sixth form to follow appropriate paths in education, training or employment'*

*'pupils who have special educational needs (SEN) and/or disabilities have **been performing well from their starting points for many years**'*

*'you have implemented a planned and cohesive approach to supporting pupils' progress which has benefited disadvantaged pupils....differences are diminishing'*

*'you **eliminate any external barriers** and ensure pupils are ready, regardless of personal circumstances, to learn'*

*'**Safeguarding arrangements for the pupils are strong and part of the school's culture**'*

*'attendance overall has improved and persistent absence has lessened'*

Please read the full report at

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/113855>

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# JOB DESCRIPTION

**Job Title:** Finance Assistant

**Responsible to:** Support Services Manager

**Salary:** Grade 3 SCP 3 - 4 (£12.45 - £12.65 per hour)

Actual salary £19,149 - £19,449

**Working Hours:** 35 hours per week, term time only plus 1 inset day.

## **Purpose of the Post:**

To work with the Headteacher and Support Services Manager to ensure proper control and planning of the school's finances as a whole and the individual budget heads. To operate within the terms of the Wessex Multi Academy Trust's scheme of financial delegation to school and WMAT's standing orders and regulations.

## **Main responsibilities and duties**

1. To keep the Support Services Manager/Headteacher informed of significant financial developments.
2. To raise and authorise orders, payments and invoice requests on the appropriate system, ensuring that the correct expenditure codes are used and VAT is recorded correctly.
3. To arrange recharges to internal budget heads.
4. To assist with the debt recovery procedure in respect of unpaid invoices.
5. To process all appropriate claims and finance related documents effectively, to collect, reconcile and bank monies.
6. To assist in the timely and accurate provision of budget monitoring and other information to managers.
7. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.



## **Knowledge & skills**

1. The postholder must have experience of effective financial management and accountancy.
2. Possession of a recognised accountancy qualification would be an advantage, as would knowledge and experience of education funding arrangements.

## **Supervision & management**

1. The postholder will often be required to work without direct supervision.

## **Problem solving and creativity**

1. To assist the Office Manager/Administrative Officer/Senior Admin Officer in identifying new systems and procedures to support the administrative function within school.

# PERSON SPECIFICATION

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound working knowledge of strategic financial management</li> <li>• Excellent attention to detail</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of a recognised accountancy qualification</li> <li>• Have an understanding of Data Protection and Freedom of Information issues.</li> <li>• Relevant accounting qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of finance system</li> <li>• Experience of Education funding arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using Access Finance</li> <li>• Experience of using Access Budgets</li> <li>• Experience of using SIMS</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Management and organisational skills.</li> <li>• Excellent verbal and written communication skills are required.</li> <li>• Proactive. Must give attention to detail, with the ability to work under pressure to strict deadlines.</li> <li>• Ability to prioritise own work and that of others in line with the School's strategic aims.</li> <li>• Ability to give clear, accurate advice and to shape outcomes.</li> <li>• Ability to liaise and influence effectively at all levels.</li> <li>• Be an experienced negotiator, particularly on contractual matters</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate with varied stakeholders</li> </ul>

# GENERAL INFORMATION

The Purbeck School is a very successful school, currently celebrating a highly impressive Progress Eight score at GCSE for the third year running, with last year's Year 13 students also attaining record-breaking results. Both sets of results place us as one of the leading schools in the County for both GCSE and A level.

Once again our students have gone on to study Medicine, Law, Physics and English Literature (to name but a few) at universities including Oxford and many other Russell Group establishments, whilst others have secured highly competitive places on Higher Level Apprenticeships with companies such as Wessex Water and Babcocks.

As a result we have been oversubscribed for the past two years and are continuing to grow as a school. The school currently has around 895 lower school students and 177 in the sixth form, we are ambitious to grow these numbers over the coming years.



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## The School

The school has recently undergone a significant £8.5 million building development. As a result, much of the existing school has been transformed and we now boast a new Design Technology block, a suite of highly impressive Science laboratories, an excellent new Learning Resource Centre, a brand new café and canteen and a state of the art Sixth Form Centre. Indeed, all school accommodation is new or has been refurbished since Spring 2015.



Our ICT network currently comprises over 350 networked computers located around the school and in our excellent Learning Resources Centre. All staff have their own laptop computers and a wireless network covers the whole site, allowing sixth form students to access the school network with their own devices.

An outstanding on-site sports centre with a sports hall, bar, floodlit all-weather tennis courts



and astro pitches, gym, dance facilities, squash courts and a six-lane, heated indoor swimming pool is shared with the local community. The sports complex also houses the Wareham Youth Centre with whom we enjoy an excellent working relationship. The school has a largely comprehensive rural intake. Our roll includes around 150



in the Sixth Form. We have 72 FTE teachers and 45 FTE support staff. We are fortunate to have expert teaching in all areas of the school and staff turnover is low.



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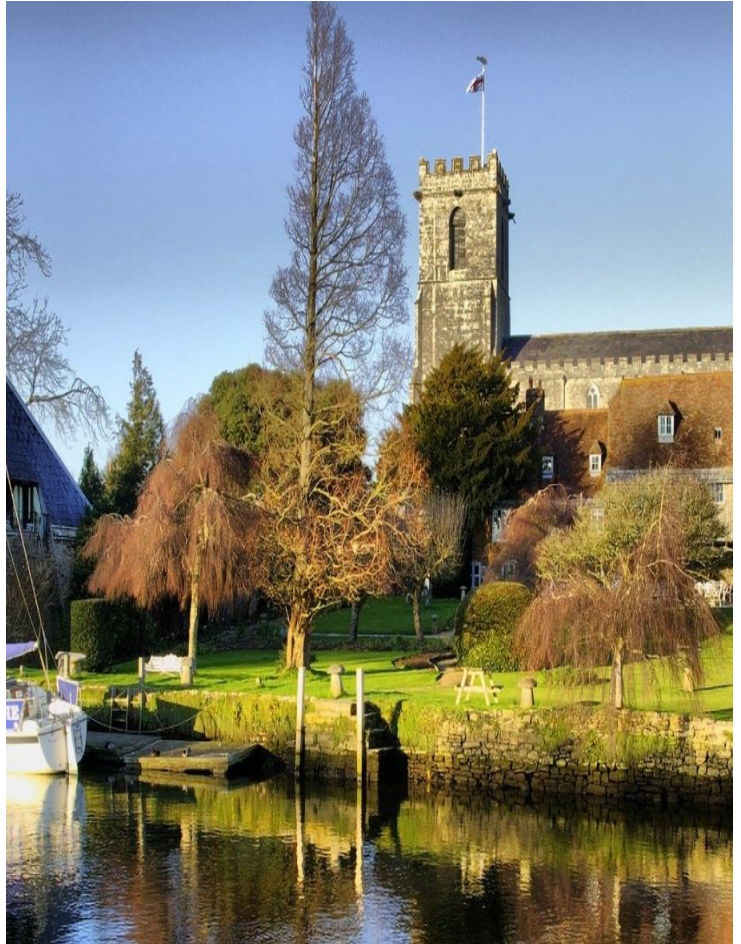


## Location

The Purbeck School is located in a highly desirable area in which to live and work. The school itself is situated in Wareham, a Saxon-walled market town in the central southern area of Dorset known as the Isle of Purbeck. It is a gateway town to the World Heritage designated Jurassic Coast that stretches south west from Swanage to East Devon. We are on the edge of Dorset's wonderful Area of Outstanding Natural Beauty (AONB) and adjacent to Poole Harbour, the world's second largest natural harbour.

Our 1000 students mostly come from the towns of Wareham and Swanage, both tourist and commercial centres, and the neighbouring villages of East and West Lulworth, Corfe Castle, Wool, Bovington and Studland. It is a predominantly rural area of some 200 square miles. The Winfrith Technology Centre, extensive army garrisons at Bovington and Lulworth are all nearby. Throughout this valuable ecological area are many tourist attractions, and the towns of Poole, Bournemouth and Dorchester are within easy reach by car, train or bus and offer good cultural, shopping and sporting facilities.

The school is situated on a fine site sloping down to the River Frome, commanding unspoilt views of the Purbeck Hills. It lies adjacent to the Wareham bypass, about half a mile from the town centre, and has its own extensive playing fields and excellent sporting facilities.





## Teaching and Learning

The school is totally committed to ensuring that all its students have the opportunity to flourish. As part of this commitment we have established our teaching and learning around the principles of a Mastery curriculum which premise starts from one that all can succeed given the time and the right instruction. Effective curriculum design and using evidence based teaching techniques are the absolute cornerstones of our teaching and learning. All teaching staff at The Purbeck School are dedicated professionals who take an active part in their own professional development to ensure that their own teaching incorporates the very best evidential practice.

## Pastoral Care and SEN

A well-established pastoral care system, based upon our four houses of Swift, Skylark, Kestrel and Kingfisher, provides many opportunities for students to develop their leadership skills and also forms the basis for our healthily competitive academic, sporting and cultural competitions. Students are part of a same-year tutor group, with each belonging to one particular house.

We are committed to an inclusive education and as such provide our students with a range of support through the 'Nest' which comprises of 4 non-teaching staff who support students with the day to day rigours of school. Within the Nest there is behavioural/ mental health/ attendance/ and safeguarding expertise and it is a vital support system for our staff and students.

In addition to an excellent pastoral system we also provide a highly effective SEN provision (Aim High). Our SENCO and team of HLTA/TA's work with small groups and individuals to ensure that all of our students have the very best opportunities to succeed.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We enjoy accredited Healthy Schools' Status and are a completely non-smoking site.

## Leadership and Management

The school's Senior Leadership Team comprises the Headteacher, a Deputy Head, six Assistant Heads and the School Business Manager.

The school is organised into curriculum areas and we offer wide choice and diversity. Our curriculum is rich and we provide a wide range of learning opportunities in a variety of contexts through both the formal curriculum and the extra-curricular programme.

The Governing Body comprises 16 governors, including staff governors, who meet termly, as do their sub-committees for Finance, Teaching & Learning, Pay & HR, Student Development and Chairs'.

## Achievement

As you will see from our examination results, we continue to work hard to improve progress and achievement at The Purbeck School. We aim to achieve this by focusing on high quality teaching and learning. We invest heavily in professional development to continually improve practice and are looking to appoint teachers who share this same aspiration and potential.

## **Safer Recruitment Procedure**

The Purbeck School is committed to safeguarding and promoting the welfare of children in the school. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. The process is outlined below, but can be provided in more detail if required.

## **Reference Checking**

At least two references will be requested, normally from previous and current employers. These may be contacted before the interview and in all cases, before an offer of employment is made. Please be aware that there may be checks carried out on all aspects of an application to confirm the validity of information supplied.

## **EQUAL OPPORTUNITIES STATEMENT**

The Purbeck School values the diversity of our workforce and welcomes applications from all sectors of the community.

## **CHILD PROTECTION STATEMENT**

The school is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check with the Governments safer recruitment.



# School Staffing Structure 2024/25

## Senior Leadership Team (SLT)

Headteacher – Mr Adam Darley  
Deputy Headteacher – Mr Carl Morris

## Assistant Headteachers

Mr Simon Holmes  
Mrs Marie Simmonds  
Mrs Carly Watson  
Mr Joshua Mead  
Mr Joseph Foyle

Head of Sixth Form – Mr Simon Holmes  
Special Needs Coordinator – Miss Rebecca Alls

## House Heads

Head of Kestrel— Miss Katie Yarnold  
Head of Kingfisher— Mr Nathan Hunt  
Head of Skylark— Mr Jerome Deremaux  
Head of Swift— Mr Adrian Barker

## Core Subject Leaders

**English:** Mr Joshua Basford - **Maths:** Mr Carl Morris - **Science:** Mr Joe Foyle

## Designated Safeguarding Lead (DSL)

Mrs Rachel Stevens

## Deputy DSL

Mrs Claire Smith - Mr Adam Darley - Mrs Michelle Scott

## Support Services Manager

Ms Nichola Marsh

## PA to Headteacher/HR Manager

Mrs Sarah Penney

## Subject Leaders

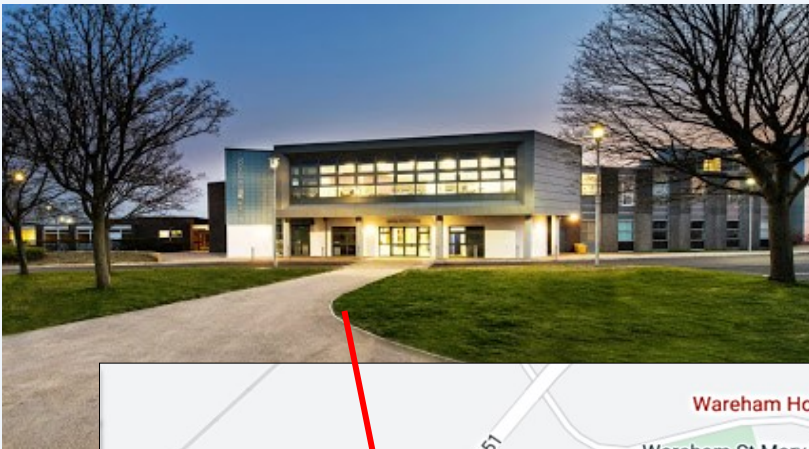
**Form Teachers— Subject Teachers— Class Teachers**

**Support Staff— Office Staff**

# How to find us

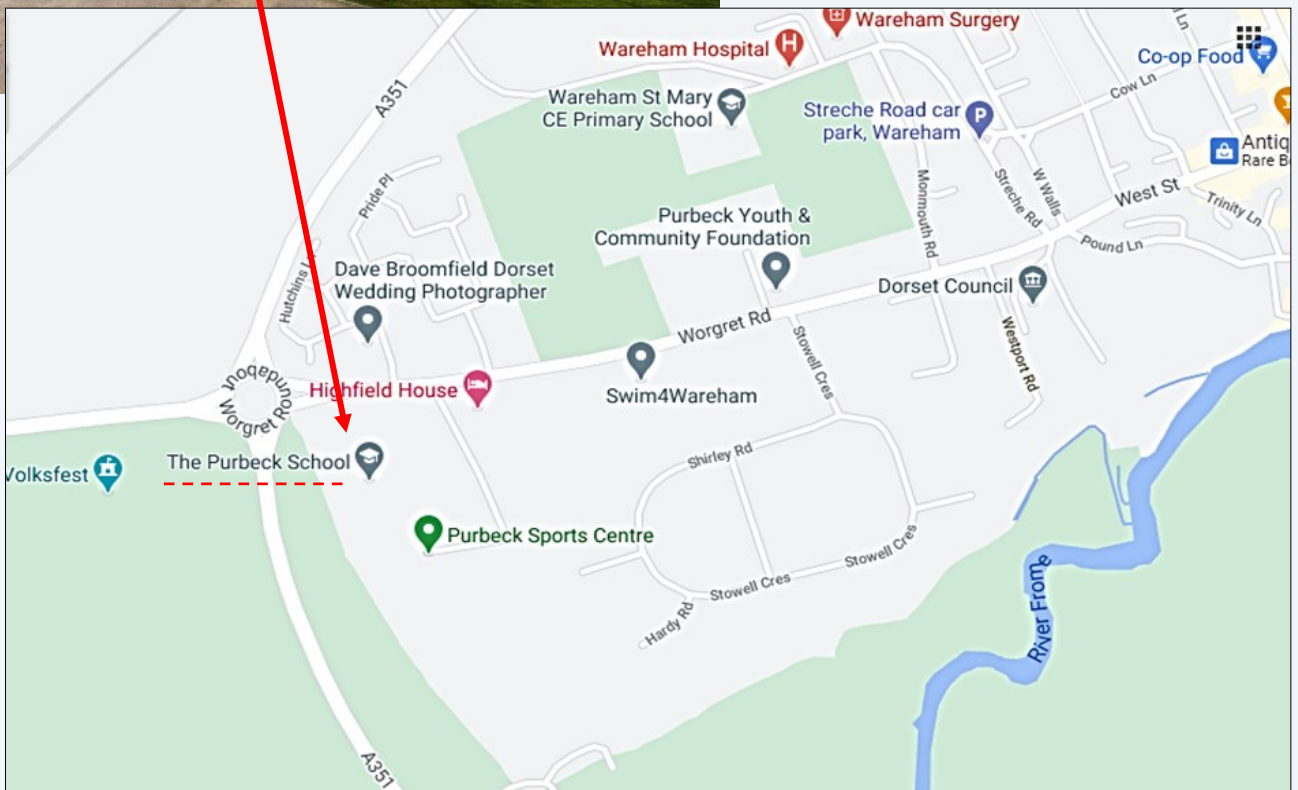
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REGISTERED IN ENGLAND AND WALES



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