



WADE DEACON
TRUST



Wade Deacon High School

Birchfield Road, Widnes, WA8 7TD

Telephone: 0151 423 2721

Principal: Mr S Corner

Finance Officer

Application Information

NJC Grade 6 (£25,927 to £27,514)

Full time, whole year

To start: ASAP

Permanent

We are seeking to recruit a committed and dynamic Finance Officer to join our team at Wade Deacon High School. The successful candidate must be able to demonstrate financial acumen, good organisational skills with excellent attention to detail, and be a confident communicator.

As Finance Officer you will assist in efficiently processing orders, invoices, deliveries, income, petty cash, chase debtors and undertake other finance administration, as directed by the School Business Manager. You will also be responsible for the line management and appraisal of the Finance Clerk who will be a part of your overall team.

If you have excellent organisational skills, good communication skills both verbal and written, have the ability to set and maintain high standards and initiate and adapt to change we would like to hear from you. The successful candidate will be able to demonstrate experience of cash handling and have knowledge of financial regulations. Experience of a computerised finance system and working in an education establishment is desirable.

We will offer support and training to help you excel in this role. Our school is a supportive and rewarding place to work. We can offer the successful candidate an opportunity to work with highly trained and supportive staff, as well as a commitment to professional development. A comprehensive programme of CPD supports colleagues at all career stages; we provide excellent career opportunities for our staff. Colleagues seeking a varied, challenging and rewarding career can find this at Wade Deacon High School.



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Wade Deacon is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.

Application form and further details are available via the Trust website;
<https://www.wadedeacontrust.com/work-with-us/vacancies/>

Closing Date: Wednesday 8th June, 9am.

Interviews: Week commencing 13th June, exact date to be confirmed.



Dear Candidate

Thank you for your interest in the exciting post of Finance Officer at Wade Deacon High School. I hope that the information contained within this pack provides sufficient information for you and helps you to decide if you have the right qualities, skills and experience to apply for the position.

I am extremely proud to be Principal of this great school and, of course, I am so proud of our immensely talented students and staff team who make Wade Deacon High School the exciting and dynamic organisation that it is today. We are a school with a strong moral drive and purpose and understand our responsibilities in ensuring that, regardless of starting point, background or prior attainment, our students achieve their full potential and are well equipped to deal with life's many challenges when they leave us.

We are an outstanding 11-16 comprehensive school with 1603 students currently on roll. The school is heavily oversubscribed year on year and enjoys an enviable reputation, both locally and nationally. This reputation, and the respect that our community holds for our school is symptomatic of the fact that we get the basics right: mutual respect and courtesy, exemplary standards across all strands of our students' work and impeccable uniform.

From each and every student, I ask for only three commitments: respect yourself and others, give the very best of yourself and believe in yourself and it is these commitments and the positive ways that our students embrace them, that creates the school's unique atmosphere and 'feel' which hopefully you will experience for yourself.

The school's ethos of A Commitment to Excellence and a focus on Exceptional Values, Exceptional Learning & Teaching and Exceptional Achievement provide the foundations for our success. A disciplined, supportive and purposeful learning environment allows our students to excel across the whole curriculum and become the exemplary citizens that we want them to be.

At Wade Deacon High School we are fully committed to investing in our staff, and as a valued colleague, you will have access to high quality professional development through our exceptional programme of CPD. You will have opportunities to develop your expertise and experience within a learning environment that is supportive and also great fun.

It is a real privilege to work alongside such a talented body of professionals who work tirelessly to provide the best opportunities for our students every single day. If you feel that you have the vision, drive and energy to support and influence the school's continued development and work alongside the very best in the profession, then we would love to hear from you.

Kindest regards,

Simon Corner
Principal



About Our School

Our History

We are proud of our rich history and heritage. Wade Deacon High School traces its origins back to 1507 when the original grammar school was founded by Bishop William Smyth. The main building, with its art deco façade, was opened in 1931 as Wade Deacon Grammar School, named after Sir Henry Wade Deacon; a prominent local industrialist and politician.

Our Community

The majority of the school's intake is from the town of Widnes and is across the full range of abilities and from a broad spectrum of diverse backgrounds. The school is held in great affection by the local community and we work hard to ensure that this excellent relationship is preserved. Through our Student Leader Programme, we are heavily involved in a range of community events and fundraising projects throughout the year with numerous charity organisations benefiting from the generosity of The Wade Deacon Family. Our charity partners include: The Whitechapel Centre, Save the Children, Cancer Research UK, Ronald MacDonald House, The Prince's Trust, The Rainbow Trust, Willowbrook Hospice, Water Aid, Merseyside Dogs' Home, Young Minds and Together for Short Lives.

Our Students

We could not be more proud of our students who maintain the highest standards, both in school and in the wider community in terms of their positive attitudes to learning, their behaviour, their respect and their uniform. Our students were officially designated as World Class at a ceremony held at Churchill College, Cambridge in December 2017 and fully deserve this accolade. In August 2018, our Year 7 Boys' Rugby League Team were crowned National Schools' Champions at Wembley Stadium. Our youngsters inspire us every day and it is a pleasure to work alongside them.

Our Awards and Accreditations

The ultimate aim of Wade Deacon High School is that it becomes the best school in the country and, whilst awards and accreditations do not guarantee this, they are, nevertheless, important markers for us. As well as holding the status of World Class Students, we are also a Centre of Excellence for The Duke of Edinburgh Award Scheme. We have achieved the coveted Artsmark Platinum Award - one of only one of 5 schools in the North West to have achieved this status. We hold The International School Award for outstanding development of the international dimension in our curriculum. Our Physical Education Faculty is currently ranked in the top 5 of all schools in the UK.



Why Work at Wade Deacon High School?

Wade Deacon High School provides an exciting and extremely rewarding environment in which you can develop your skills and, above all, enjoy your career. We are an incredibly supportive school and are always open to new ideas and developments that will improve and enhance the quality of education for our students.

As a valued member of our team, you will enjoy the rewards of working alongside equally enthusiastic, dynamic and talented colleagues who thrive in an organisation that cares about them and takes care of them.

You will quickly immerse yourself into an environment that will celebrate your successes and put your wellbeing at the heart of your experience here. You will be part of a team who understand that trying new things is encouraged and that things not going to plan is all part of the process. You will be given the freedom to explore the best ways in which your knowledge and skills can be transferred to our young people, as well as unconditional support from a closely-knit teaching community that is always willing to share ideas and resources.

Our CPD Programme provides regular opportunities for teachers and support staff to work collaboratively in order to keep our school at the forefront of education in the broadest sense. The sessions are hugely enjoyable and provide an invaluable opportunity to discuss issues that are relevant to the needs of all members of staff. Ultimately, we are a team who are truly dedicated in supporting every individual to realise their full potential and understand the responsibilities that come with this.

At a time when there are undeniable challenges for the profession and for any aspiring or experienced teacher, Wade Deacon is so fortunate to have such a positive staff team whom you will enjoy working alongside. This is replicated also in the positive attitude to learning that our students consistently demonstrate. You will feel the energy and positivity the moment you walk through the door.

Wade Deacon is a rewarding school at which to work because standards are high and we know that this is what teachers want from their school. Ultimately, an adherence to standards in all areas of school life makes teaching in the classroom so much easier and rest assured, you will be supported at every stage of your learning journey with us.

In return for your passion and commitment, we can promise you a fulfilling and hugely enjoyable career here at Wade Deacon High School in what is the most rewarding career of all.



How to Apply

Application Forms

Any interested candidate should apply by completing the following;

1. Application Form
2. Supplementary Information Form
3. Letter of Application;
 - Your letter should be addressed to the Principal, Mr Simon Corner
 - It must be a maximum two sides of A4, using font size 12
 - It should address the following points:
 - a. why you are interested in this post and how you have prepared yourself so far
 - b. what contributions you feel you can make to students' development within Wade Deacon High School
 - c. any particular areas of strength and expertise you feel you may have

Please ensure you send us all three elements of your application as outlined above. We will be unable to process applications with missing elements. Blank forms can be downloaded from the Recruitment page on the Trust website; <https://www.wadedeacontrust.com/work-with-us/how-to-apply/>

If you have any difficulty downloading the application form, please contact Mrs C Rogers or Ms C Rutland at the school to request a copy by email or post. Our telephone number is 0151 423 2721.

Application Deadline

Applications should arrive in school by **9am on Wednesday 8th June**.

Ideally you should email your letter of application to jobs@wadedeacon.co.uk with "Finance Officer" in the subject line. Alternatively, you may post your application to the address below;

Human Resources,
Wade Deacon High School,
Birchfield Road,
Widnes,
WA8 7TD.

Pre-Application Visit

Prospective candidates are welcome to visit the school for a tour. Prospective candidates who wish to visit should contact the school via the above methods to register their interest in attending. Please note that a pre-application visit is optional and will not be taken into consideration when shortlisting applications.

Feedback

If you have not heard from us within one week of the closing date, then please assume that, on this occasion, your application has been unsuccessful. As we receive a large number of applications for each post advertised, unfortunately we cannot provide feedback to individual candidates as to why they were not short-listed for interview.