



Castleman Learning Network (CLN) Training/Finance Co-ordinator

Employer	Castleman Academy Trust	Salary Grade and SCP Range	Grade E	SCP 7-11
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Key Purpose

- To work closely with the CLN Director, to guarantee the efficiency and financial viability of CLN.
- To work with the CLN Director to assess and identify new opportunities for growth in current and prospective markets.
- To ensure that all company activities adhere to legal guidelines and policies for example safer recruitment.
- To work with the CLN Director to design strategies and plans to meet the company goals.
- To work closely with the CLN Director to ensure a high quality of customer service and customer satisfaction (for trainees & participants across all programmes & facilitations).
- To develop an in-depth knowledge and understanding of the Teacher Training sector and in particular available courses in the locality. (Through close work with the CLN Director, delivery partners and bodies such as The University of Worcester, The Department for Education and The National Association of School-Based Teacher Trainers)
- To build and maintain strong working relationships with all partners and stakeholders, including Headteachers and members of the Teaching School Hub.
- To promote the work of CLN amongst colleagues, staff and stakeholders within school and externally in a manner which fosters trust, professionalism, collaboration, support and positivity.
- To represent the CLN Director at meetings if required.

Recruitment

- Work alongside the CLN Director and CLN Administrative Assistant to implement a range of strategies to promote all routes into teacher training offered by CLN.
- Set up and support Initial Teacher Training information events. Events may be in person or online or at partner schools.
- Liaise with potential applicants, current and former trainees, schools, university partners and other partners as required.
- Work alongside the CLN Director to co-ordinate the recruitment of trainees through the DfE Apply Service. The recruitment process involves: identifying any potential trainees, building relationships, communicating regularly with them and offering to meeting either online or in person as needed, offering them support through the recruitment process, organising work experience/Teaching Assistant opportunities when required.
- Work with CLN Director and University colleagues to ensure the recruitment process is robust and compliant with safer recruitment standards.
- Attend safer recruitment training/refresher training on an annual basis.
- Work alongside the CLN Administrative Assistant to ensure that recruitment administration is completed within a timely and consistent manner.
- Represent CLN at online interviews and facilitate presentations alongside CLN Director.
- Co-ordinate inline interview arrangements.

School Partnership & Placements

- Work closely with CLN Director to secure school placements for trainees.
- Liaise with school partners to provide updates and support for school mentors and colleagues.
- Work with partner school finance teams to secure placement payment schedules.

Advertising and Marketing

- Oversee the advertising and marketing strategy, alongside the CLN Director.
- Oversee the preparation of marketing and publicity materials to promote CLN events and programmes. Ensure these materials are distributed through a wide range of media including email, Twitter, Facebook and the website by working alongside the CLN Administrative Assistant and social media consultant.
- Work alongside CLN Director to manage the budget for the advertising and marketing strategy.
- Work with University colleagues to ensure that CLN advertising and marketing is compliant with requirements.

Financial
<ul style="list-style-type: none"> • Responsibility for overview of day-to-day CLN finance. • Work closely with the Director to manage CLN budget in line with the strategic direction of CLN and to ensure effective management of the CLN resources. • Order goods and services, building relationships with suppliers and contractors to source the best value for money. • Work with the Director to manage payments for the wider CLN team, for example Early Career Framework Facilitators and School Experience Tutors. • Manage invoicing for the rental of the CLN learning room. • Raise invoices on the Access system in a timely manner including those to the Teaching School Hub and The Learning Institute • Assist in negotiations with partners around CLN programmes or events. • Work closely with the Castleman Academy Trust (CAT) finance team to ensure all processes and procedures are in line with the CAT finance system. (this includes developing an understanding and engaging in training to become competent in using and updating the Access Education Finance System). • Keep thorough accounts of CLN spend in preparation for any inspections or audits (this includes the monthly bank reconciliation of the CLN accounts). • Comply with any requests and prepare any necessary documentation for annual audit. • Monitor payments and chase up any outstanding payments.
General
<ul style="list-style-type: none"> • Participate in training and other learning activities as required, and identify own areas of strength and development needs. • Participate in the School's annual Performance Review and Development process. • Comply with all policies and procedures, including Child Protection and Safeguarding, Health and Safety, confidentiality and data protection • Maintain confidentiality in respect of all records and information • Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the Trust's agreed procedures.
Knowledge and Skills
<ul style="list-style-type: none"> • Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity • Good level of knowledge of computer applications including Word, Excel, Powerpoint and financial management systems, or the ability to learn such systems • A high level of accuracy is needed in data entry • The post holder must be able to work under their own initiative, and must have good organisational and interpersonal skills • The post holder must be able to demonstrate a high level of trust and integrity and maintain confidentiality
Creativity and Innovation
<ul style="list-style-type: none"> • At busy times, the post holder must be able to prioritise their workload • Creativity is a feature of the job but exercised within the general framework of recognised procedures
Contacts and Relationships
<ul style="list-style-type: none"> • Daily contact with colleagues, trainees, schools, and potential ITT candidates.
Decisions
<ul style="list-style-type: none"> • Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives
Resources
<ul style="list-style-type: none"> • The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data

Work Environment

- Work subject to interruptions to the programme of tasks but not involving any significant change to the programme
- Work requiring normal physical effort and is performed in a heated, lit and ventilated indoor environment

Any other duties commensurate with the role of CLN Training/Finance Co-Ordinator that may be required from time to time. The CLN Training/Finance Co-Ordinator is accountable to the Chief Executive Officer and CLN Director for the standards achieved and the conduct, management and administration of the CLN, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties. The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



Person Specification Training/Finance Co-Ordinator

Education/Qualifications	Desirable	Essential
Part or full accountancy qualification	X	
GCSE English Language and Maths – Grade C or equivalent		X
Experience & Knowledge	Desirable	Essential
Experience of computerised finance and administrative systems		X
Experience of managing strategic plans, managing budgets and financial reporting		X
Experience of making sound judgements in relation to 'best value' practice		X
Safer Recruitment Training	X	
Awareness of school website requirements	X	
Skills	Desirable	Essential
Knows when to consult, make decisions and defer to others		X
Can communicate effectively to different audiences in different ways		X
Ability to work communicate professionally with new partners		X
Ability to prioritise own workload with conflicting deadlines whilst maintaining a high level of accuracy and attention to detail		X
Ability to maintain a high level of customer service with a responsive and solution focussed approach		X
High level of presentation skills		X
Ability to problem solve and create innovative solutions		X
Possess effective and efficient organisational skills		X
Possess excellent communication skills both written and verbal		X
Ability to work under pressure and to meet specified deadlines		X
Possess excellent IT skills with a good, sound knowledge and the ability to use software packages e.g. Excel, Word, Office 365 or Outlook, Publisher, PowerPoint and databases		X
Ability to manage own workload without direction, having the ability to prioritise in order to meet tight deadlines		X
Works flexibly and effectively during times of change		X
Enjoys being in regular contact with a wide range of people, in a variety of professional contexts		X
Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X