



Co-op Academy
Grange

Academy Finance Assistant Candidate Pack

September 2025

Welcome

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

Our vision at Coop Academy Grange is that ***'We make 'Grange Great' by accelerating the development of our children towards their potential in everything we do.'*** This vision drives all of the decisions that we make and all of the work that we do day in and day out for our community.

We are an incredibly diverse school with multiple languages spoken by our students, families and staff. We feel that we do reflect the community that we serve and we are passionate about delivering an inclusive school for our students, both within the curricular lessons as well as the experiences that we offer outside of this.

We are an academy on a journey and if you feel that you want to join us on our journey then I would invite you to explore the information within our pack and on our website to get a true understanding of Coop Academy Grange.

If you feel you want to be a part of our journey and can bring the passion and drive needed to really support our students to become the best they can be, then please contact us to arrange a visit or discuss our vacancy.

I look forward to hearing from you as you embark on your journey with us towards delivering the excellent education that our community deserves.

Best wishes,

Sam Moncaster | Headteacher



Our Co-op Academies Trust

Dear Applicant,

Thank you for showing interest in our academy and our Trust.

The Co-op Academies Trust is a multi-academy trust operating across three hubs: Greater Manchester; West Yorkshire; and Staffordshire and Merseyside. We currently have 33 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

The Co-op Academies Trust is governed by a very experienced Trust board consisting of senior members within education and business; about half the members work in senior leadership positions within all areas of the Co-op. Our Trust has a commitment to deliver a three-year strategic plan, developed in 2022, which gives a strong direction of outcomes needed in all areas, community impact and a moral code of practice for all members of Co-op Academies Trust to adhere to.

All our academy governing councils have a Chair of Governors from the Co-op as well as two to four Sponsor Governors. Each hub is led by a Regional Director - a proven leader of schools and an outstanding practitioner with a track record of improvement in education.

Within our leadership team, we have a National Leaders of Education (NLE) and a former NLE. We have a well-developed school improvement offer, including access to 18 different specialist directors. We have the full support of the Co-op who offer a range of services to all our academies, including enrichment opportunities, seconded staff, resources and expertise in the areas of education that overlap with commerce.

Most of our academies have a history of being in very difficult circumstances with many of them serving deprived communities. As well as bespoke individual plans to support academies, we offer school improvement strategies across the Trust that includes school-to-school support, links to external sources of expertise and internal directors. We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Throughout all of our academies you will clearly see our strong core vision and values called the Ways of Being, giving the Trust an ethical code that every stakeholder buys into and engages with.

Good luck with your application and thank you for considering Co-op Academies Trust as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer

Our Values

Co-op Academies Trust is committed to the values shared by co-operatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

Job Description and Person Specification

Academy Finance Assistant

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|----------------------|--|
| Salary / grade range | SCP 7 - 11 (£25,584 - £27,269) Term time only + 3 weeks 37 hours per week, 12 months fixed term contract |
| Location | Co-op Academy Grange, Haycliffe Lane, Bradford BD5 9ET |
| Reports to | Finance Manager |

Purpose of role:

To assist with accurate, efficient, and effective support to the Business Manager for the development and operation of the finance function of the academies.

Key accountabilities (and specific duties / responsibilities):

- Input of standing information to Civica Finance system (suppliers, debtors, journals, cashbook entries) in accordance with procedures.
- Processing of Purchase Orders from requisitions, accurately and in accordance with agreed authorisation and timescales.
- Processing of invoices, checking to Purchase Orders and goods received notes, ensuring appropriate authorisation ready for payment.
- Reconciling supplier statement, investigating and resolving supplier invoices under query arranging returns and ensuring that refunds or credit notes are received .
- Ensure invoices are paid within specified time limits.
- Raising of Sales Invoices from appropriate documentation, printing and checking for accuracy before distributing to debtors.
- Chasing Debtor payments.
- Preparation, processing and safekeeping of all Academy income (cheques and cash) for payment into the Bank
- Maintaining a detailed record of non-invoiced income relating to School Extra-curricular Clubs, Trips etc. including fundraising initiatives
- Assist with month end procedures including bank and other reconciliations and posting of journals as required
- To assist with the monthly VAT analysis submitted to the Trust.
- To maintain an accurate filing system suitable for audit purposes.
- Dealing with queries from suppliers (including statements), debtors, budget holders and other Academy staff.
- Inputting of the payroll information for one of the academies, in line with the Trust's policies and procedures, ensuring accurate, timely and proper processing of salaries, allowances and that any

other additional payments or deductions are correctly processed.

- Administer all pension administration and correspondence in conjunction with external Payroll Providers.
- Administration of the budget planning software in relation to staffing for the Academy, ensuring that the data is up to date and incorporates all starters, leavers and contractual changes.
- To operate flexibly and, in particular, to assist at peak times with budget preparation.
- Ensure confidential, tactful and secure management of sensitive information.
- The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust.
- The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety and Welfare

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academies Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

Personal attributes required (based on job description):

| Attributes | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) test (T) |
|---|---|---|
| Qualifications <ul style="list-style-type: none"> • Good level of numeracy & literacy (GCSE English & Maths) • AAT Level 3 qualification • AAT Level 4 qualification • Good ICT skills (Relevant NVQ Level) • Commitment to own personal and professional development, including maintaining an up to date awareness of developments of all aspects of the role | Desirable | A A A A A/I A/I |
| Experience <ul style="list-style-type: none"> • Cash Handling | | |

| | | |
|---|---|---|
| <ul style="list-style-type: none"> • At least 3 years experience of a computerised finance system • Experience of a budgeting software system • Working in an education establishment • At least 1 years experience of processing payroll | Desirable Desirable Desirable | A/I A/I A/I A/I A/I |
| Skills, Ability, Knowledge <ul style="list-style-type: none"> • Excellent organisational skills • Good communication skills both verbal and written • Attention to detail • Ability to set and maintain high standards • Patience • Resilience • Self motivation and imagination | | A/I A/I A/I A/I A/I A/I A/I |
| Personal Qualities <ul style="list-style-type: none"> • Excellent organisational skills • Good communication skills both verbal and written • Attention to detail • Ability to set and maintain high standards • Patience • Resilience | | A/I A/I A/I A/I A/I A/I |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation,

pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used under which the detailed routines are assumed to be included in the job description.

Staff should not refuse to undertake work, which is not specified on this form, but they should record what they consider to be additional duties they are required to perform, and these will be taken into account when the post is reviewed.

How to apply

All applications must be submitted through SAMrecruit: <https://co-opacademiestrust.facebook.co.uk/Vacancies/Detail?campaignRef=SCH-C-oAT-0761>

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Human Resources at gran-hr@coopacademies.co.uk in the first instance.

The closing date for applications is: **Friday 19th September 2025 at 9am.**

Interview timetable

Interviews will take place on: **Friday 26th September 2025**

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What we offer:

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more;
- Free access to a confidential 24/7 Employee Assistance Programme;
- Effective, supportive and dynamic leadership;
- A superb, school building with a flexible and creative ICT rich working environment;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.

Co-op Academy Grange,

Haycliffe Lane, Bradford, BD5 9ET

grange.coopacademies.co.uk

Telephone: 01274 779662

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