



**Edith  
Stein**  
Catholic  
Academy  
Trust

# **EDITH STEIN CATHOLIC ACADEMY TRUST**

## **APPLICATION PACK FOR**

### **ESCAT DEPUTY FINANCE MANAGER**



**Potential for Greatness**







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# ESCAT DEPUTY FINANCE MANAGER



## ESCAT

### Deputy Finance Manager

**Permanent Full Time Appointment  
starting November 2025 or ASAP**

**Salary £33,178 to £45,076 (Grade E/F)**

**(negotiable depending on qualification  
and experience)**

**52 Weeks per year**

This opportunity is one that I hope will capture your enthusiasm and I would like to thank you for your interest in this post.

The Directors of the Edith Stein Catholic Academy Trust (ESCAT) are seeking to appoint a Deputy Finance Manager to join our hardworking, committed and enthusiastic team and to assist the Finance Manager in the smooth running of the finance function at Oaklands Catholic School and of the Trust.

The pay band will be dependent on previous experience and the level of qualifications already held.

The Directors are looking for someone who has a Level 4 AAT qualification or above, or working towards this. A proven track-record and experience in a finance role within an Academy Trust would be highly considered. Equally the Directors welcome applications from those with Finance management experience in the public sector.

The Trust is happy to provide the required training and development opportunity for the right candidate leading towards completion of a higher level qualification as required. This will be dependent on previous experience and the level of qualifications already held.

The successful candidate will initially work on providing financial management services across two schools and then other schools as they join the Trust and deputising for the Finance Manager when necessary.

You can download the Application Form from the Oaklands Catholic School website. This must be completed to apply for this post.

**Edith Stein  
Catholic Academy Trust**



# THE ROLE



If you are a Catholic, you will understand the distinctiveness of Catholic schools such as Oaklands and Corpus Christi and this will be attractive to you. You do not have to be a Catholic to work for the Trust; the Trustees welcome applications from candidates of differing faith backgrounds or none who can be supportive of the school ethos.

## Management

- Line manage the Finance Team by ensuring tasks and job roles are completed effectively and to a high-standard
- This includes ensuring performance management procedures are completed effectively and that staff training requirements are highlighted and addressed within the constraints of the CPD budget
- Ensure statutory and development CPD is completed for all staff for whom responsible

## Financial Management

- Assist in the preparation and monitoring of the budget, and advise on any important budgetary considerations
- Use the agreed budget to monitor and control performance to achieve value for money, producing monthly reports for budget holders
- Identify and inform the ESCAT FM (Finance

Manager) of the causes of any significant variance and take prompt corrective action as directed

- Ensure that the Trust's financial policies and procedures are followed, consistent with the requirements of the DfE, Companies House, auditors and trustees with the support of the ESCAT FM
- Manage the day to day operation of the Finance Team, including postings and journals into the finance system
- Manage all streams of income, ensuring accrued income and deferred income are calculated and posted correctly to a monthly deadline
- Prepare monthly the Fixed Asset Register and Control Accounts including prepayments and accruals and ensure they reconcile to the Finance system
- Manage the team in the purchase and accounting of goods and services, including the processing of orders and invoices in a timely fashion. This includes ensuring payment of invoices within deadlines but being mindful of cash flow
- Assist with the preparation of payment runs through BACS for final authorisation by the ESCAT FM
- Manage the Aged Creditors and Aged Debtors, following up on outstanding





- Manage the banking of the schools, including the oversight of the collection, receipting and prompt banking of income and reconciliation of the accounts in the finance system
- Complete Gift Aid tax returns annually
- Assist in the oversight of the Capital account income and expenditure
- Manage the Contracts Register, detailing all contracts, SLA's and leases and their respective contractual information
- Assist with the preparation of a variety of reports throughout the year, including for audit
- Manage the pupil and parent payment system (SCOPAY), ensuring purchases, trips and music tuition are reconciled, debts are managed and reports are produced
- Manage the music lessons and bookings, liaising with the Head of Music on ensuring a smooth running of peri-lessons
- Support and assist in any other relevant duties as deemed necessary and commensurate with the role as directed by the ESCAT FM, BM (Business Manager) or CFO (Chief Financial Officer)

## Administration

- Liaise with the Business Support Team and Student Services Team to ensure all finance related processes and procedures are followed and maintained
- Liaise with Sixth Form admin staff to

ensure all financial procedures and processes relating to the Sixth form are followed and maintained

## Trust/School Policies and Regulations

- General knowledge of school policies and procedures
- Working knowledge of Health and Safety/security regulations and procedures pertaining to the role and wider surroundings
- Pursue personal development skills and knowledge necessary for the effective performance of the role
- Work co-operatively with others towards shared goals

The duties and responsibilities in this job description are not restrictive and the post-holder will be required to undertake other duties as the role develops and the Trust grows.

Any such duties should not however substantially change the general character of the post.

# THE ROLE CONTINUED

## **Hours of work:**

Monday to Thursday: 8.30am to 4.30pm

Friday: 8.30am to 4.00pm

In return we offer an excellent salary and benefits package, the prospect of working for a value-led organisation which is committed to educational excellence, the training skills and resources to share best practice, plus a supportive and dedicated staff and senior team.

## **The main contacts**

CFO/School Business Manager

Support Staff and Teaching Staff

Contractors

## **Working conditions**

Normal office environment, with possible travel between local Trust schools

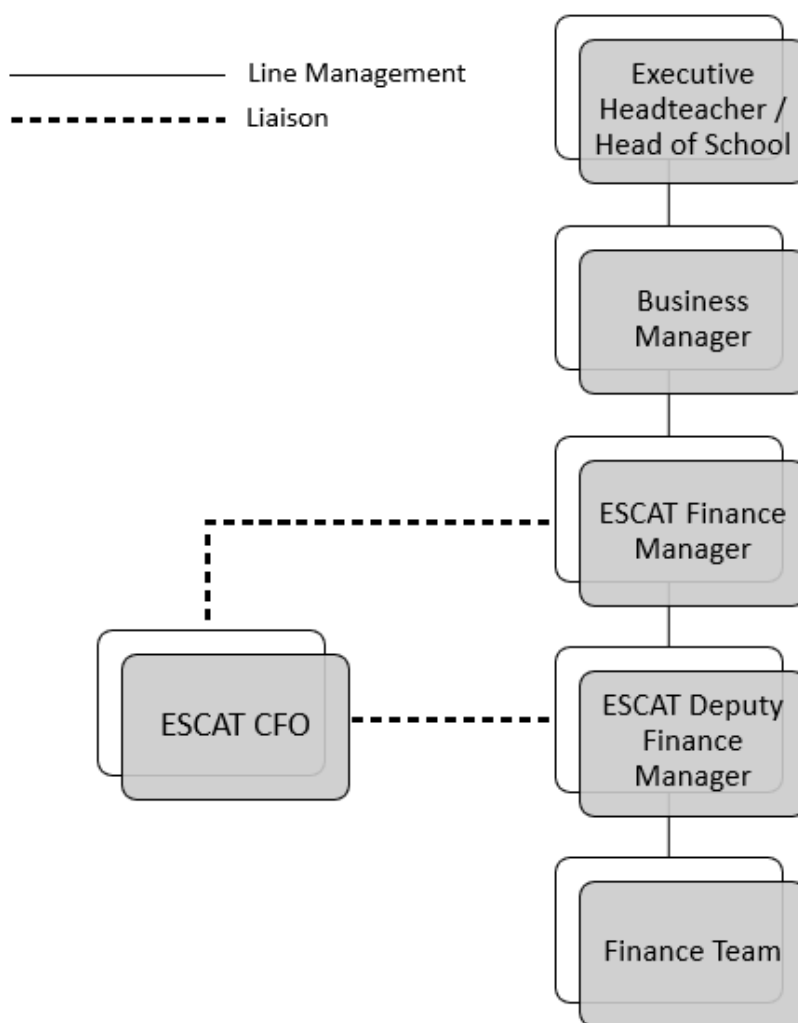
## **Context/additional information**

First Aid Training

Fire Marshall Training

Health & Safety Training

Safeguarding Training







Oaklands is a Catholic Academy taking in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a Catholic education at the School, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.

Oaklands has over 1,300 students on roll, including a Sixth Form College of 220 students. It is a well established comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE and A Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

The school is part of a soft federation; working closely with other local schools, which provides an opportunity to share expertise and resources. We are also part of the wider Edith Stein Partnership, working closely with other local Catholic schools across primary and secondary phases.

The school was recently joined in the Edith Stein Catholic Academy Trust by Corpus Christi Catholic Primary School.

The Trust will provide you with significant opportunities to help you develop your career.

We are on an exciting and imaginative journey; providing the best support possible for teaching and learning is at the heart of what the support services aims to achieve, including:

- Modern or refurbished buildings, maintained to the best possible standards
- Up to date furnishings and equipment to meet today's education needs
- Efficient and relevant process and procedures
- Continuous Improvement – empowering staff to take responsibility for areas of change

Oaklands stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum. In recent years Oaklands has undergone major refurbishment in many areas and Corpus Christi is on the School Rebuilding Programme.



# PERSON SPECIFICATION



## PERSON SPECIFICATION

sensitive to its ethos

### Essential:

- Educated to A Level with passes in Maths and at least one other A Level subject (or college equivalent)
- In possession of a Level 4 qualification in Finance Accounting or a robust proven track-record of financial management
- Willingness to undertake further CPD or qualifications if required
- Sound administrator with attention to detail
- Working with a range of financial software programmes, MIS and Microsoft applications
- Ability to motivate and manage a team
- Excellent time management, communication, organisation and listening skills
- Good IT Skills
- Skilled with attention to detail
- Happy to develop leadership and management techniques relevant to the post
- Stamina and resilience and ability to work under pressure
- Committed to personal development
- Strong commitment to team-working and partnership
- Ability to work in a Catholic Trust and be

### The following would be desirable:

- Experience of working in a school setting or other public sector setting in a similar role
- Educated to Degree Level
- Confidence
- Imagination and vision
- An understanding of the Trust's role in the community
- An understanding of the core purpose of the Trust
- Sense of humour
- Proactive problem solver

I hope this information is useful. However, if there is any further way in which I can be of assistance, please do not hesitate to contact me at the school

Mrs Amy Bonington  
**Head of School**

**Please note all staff will be required to complete an Enhanced DBS application following the initial offer of employment**

**Successful candidates will be required to show evidence of all qualifications achieved**



# WORKING FOR US



## Nine Reasons why we think you might want this role at the Edith Stein Catholic Academy Trust

- In your current role you have already had a positive impact on the organisation you work for
- You believe in the strength that working with a diverse group of people brings
- You are attracted to working in a Trust that can provide a range of opportunities for you and your colleagues
- You value young people and see that professional and effective support functions ensures continuity of teaching and learning
- You can see the value in developing professional relationships that get the best out of colleagues
- You are excited by the chance to work collaboratively with other colleagues in other departments
- You are motivated by the thought of being a member of a team that delivers some of the best education in Hampshire
- You give of your time freely recognising that this contributes to successful outcomes and job satisfaction
- You want to use this position as a stepping stone to career advancement

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## IT Network Manager - Nicolle Pinchen



I joined Oaklands in April 2019 as an Apprentice IT Technician. I worked closely alongside our small team of skilled technicians to help solve and support issues around the school. I have a background in the Music Industry, mainly the business and promotion side. I studied a Music Business and Promotion degree at Southampton Solent University. Eighteen months after finishing University, I decided to pursue a career in IT, this has always been a strong passion of mine.

The support at Oaklands has made me realise that I could have a career in this area. There is a strong link between my degree experience and some of the work here at Oaklands, which includes technical support of events in our main auditorium. The apprenticeship scheme at Oaklands enabled me to learn on the job and gain two

qualifications, most recently being a Level 4 in Network Management. I have since been able to step into the role as Network Manager, making key decisions about the IT networking within the school and the wider trust, with the support of the small team who I am lucky enough to now line manage.

My work is wide and varied from managing the ticket fault reporting system to ensuring the network is working without vulnerabilities and threats. No two days are the same at Oaklands, which keeps the role both interesting and exciting.

For me, the best thing about working here is the community. There is a strong feeling of community spirit and support within that, no matter what area you work in. If you are thinking of a career at Oaklands I would say 'Apply'! It is the best career choice I have made. Oaklands is a fantastic place to work with a lot to offer!

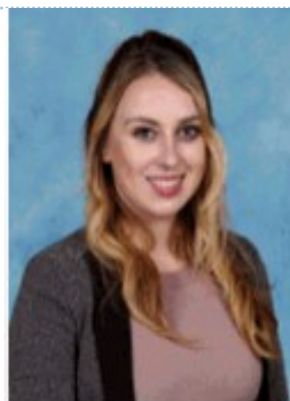
## Head of History Department - Hayley Short

I started teaching at Oaklands in 2019 as an NQT. As a new teacher to this profession, I was positively welcomed to the school and to the community Oaklands provides. Not only this, it was a brilliant school to help me develop as a newly qualified teacher, as I was able to learn alongside highly skilled and experienced colleagues. Although new, I was trusted with responsibilities within our History Department which helped me develop my skills within and outside the classroom.

In 2023, I was given additional responsibilities as Lead Pastoral Practitioner, working with KS4 Heads of Year to develop and promote positive student behaviour patterns. Within our thriving History Department, my ideas and training have been strongly encouraged and since September 2024, I have been very much enjoying my new role as Head of Department. I can see myself working here for many, many years to come.

I really enjoy working in a Catholic School, the sense of community is unique, and ensures that you are working in a positive and caring environment; the importance and impact of faith on the lives of young people ensures that our students not only learn academically but also morally. Our school's traditions ensure that this school is so special. Our students are fantastic, and make me thankful to be a teacher.

If you would like to work here, you will be welcomed into our community and will be able to work in a lovely, wonderful school! I would recommend this to anyone.





# APPLICATION PROCESS



The successful candidate must have relevant and up-to-date knowledge in relation to working with and protecting children and young people. All staff working for the Trust are expected to display a commitment to the protection and safeguarding of children and young people.

All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The trustees, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.:

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

- Please complete a CES Support Staff application form. This can be downloaded from the Oaklands school website
- Please also complete and return the Consent To Obtain References Form

Completed applications and Consent Forms should be sent by email to:

[\*\*\*l.austin@oaklandscatholicschool.org\*\*\*](mailto:l.austin@oaklandscatholicschool.org)

or by post (marked 'Application' in the top left hand corner) to:

Mrs Louise Austin (HR)  
Oaklands Catholic School  
Stakes Hill Road  
Waterlooville  
Hampshire  
PO7 7BW

Please note that incomplete applications will not be accepted.

## **Closing date:**

**Tuesday 30th September 2025**

## **Interviews:**

Week commencing 6th October 2025

Please note on Page 10 of the application form you are required to complete a supporting statement.

**The candidate application form asks for three references. Normally one of these referees should be your current or most recent employer. Please see the details in the**

**application form. We reserve the right to take up references with your previous employer.**

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate. As part of the interview process all candidates will be required to:

- Take a tour of the school
- Meet the team
- Undertake a competency task
- Participate in a panel interview

Please visit our school website for more information about Oaklands and other recruitment documentation:

[www.oaklandscatholicschool.org](http://www.oaklandscatholicschool.org)

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Exam Results
- Annual report and financial statements
- Governor strategy
- Oaklands Catholic School Main Prospectus
- Equality Act 2010



# AND FINALLY ....



**What about those FOUR reasons why this role might not be for you!**

**The match of your skills and experiences to our needs is not a good fit**

Come and visit us, read the pack, phone Lynne Creamer (ESCAT Finance Manager) and find out if the match is better than you think

**You are anxious about coming into a Catholic school (don't be)**

Again come and visit us, experience our community and talk to staff about their experience. The majority of staff at Oaklands and Corpus Christi are not Catholic

**You have not worked in the education sector**

If you have no previous education sector experience, then we still want to hear from you. Most of our best staff had little or no experience in a previous education setting but have brought valuable skills and experience into our Academy Trust

**You feel you might not be ready for this challenging new role**

If you are still reading, then you probably are





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**Potential for Greatness**

