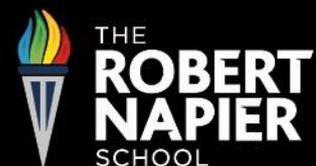


# Beyond

SCHOOLS TRUST

## Finance Apprentice

### Recruitment Pack



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## Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in this plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset, as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

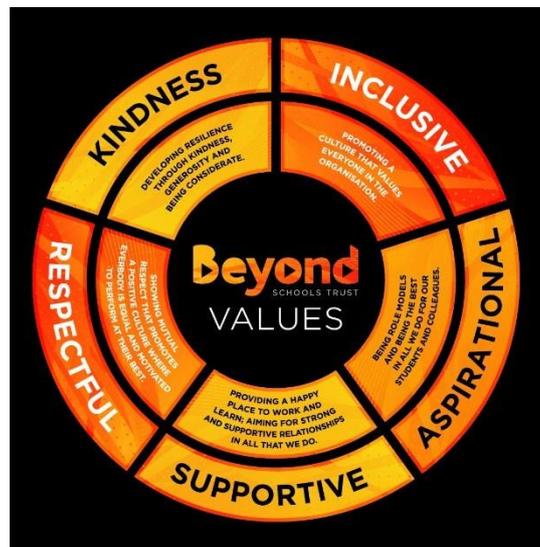
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing

world. **Our Values**

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

- To provide opportunities for everybody to be the best they can be.
- We want every one of our students, teachers, or Governors to be the best that they can be.
- We will work tirelessly to support them to reach their potential.

## JOB DESCRIPTION

<b>Job Title:</b>	Finance Apprentice
<b>Salary/Band:</b>	£9280 per annum (for the first 12 months rising to minimum wage for remainder of the apprenticeship)
<b>Working Time:</b>	37 hours per week – all year round
<b>Reports to:</b>	Assistant Financial Controller

### Purpose of the role

To provide effective and efficient financial & administrative support to all schools within the Trust alongside undertaking the AAT Level 2 Accounting Qualification

### Role responsibilities

- (i) To process and input to the financial management system orders and invoices as required.
- (ii) To email /post / order online all approved purchase orders to suppliers and chase up on orders not received within set timescales
- (iii) To file delivery notes with orders and match up invoices to outstanding orders when received
- (iv) To undertake regular filing duties relating to invoices, orders, statements etc.
- (v) To scan all orders/invoices and attach them to the relevant transaction in the financial management system
- (vi) To reconcile supplier statements to invoices processed and chase up any missing invoices
- (vii) To deal with finance queries by telephone, e mail and in person if required.
- (viii) To process the post received and distribute accordingly
- (ix) To manage and update the Waste Management and Energy monitoring Spreadsheets
- (x) To input internal journals to the financial management system as required and keep folders up to date
- (xi) To assist the Finance team with any other financial or administrative related tasks as may be required.

### General

- Always maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

## **Other Duties**

- Share good financial practice across the Trust and within the Schools
- Take responsibility for your own well-being.
- Participate in appropriate induction programmes
- Assist all members of the Finance/HR and Payroll teams with any additional administrative tasks as may be required

## Generic Duties relevant to all members of staff

### **The Trust**

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust, your role will be based at the Trust Head Office. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

### **Equality and Inclusion**

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### **Safeguarding**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### **ICT**

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **Health and Safety**

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

***This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of People. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.***

# Person Specification

## Payroll & Pensions Officer

Requirement	Essential or Desirable?
<b>Post Specific Requirements</b>	
Good standard of education, must include GCSE Grade 4/C or above in English and Maths (or equivalent)	Essential
Good IT skills with an understanding of creating/using Excel spreadsheets and using MS Word & Outlook	Essential
<b>General Requirements</b>	
Demonstrates a commitment to the safeguarding of children and young people	Essential
Demonstrates a commitment to equality and inclusivity	Essential
Able to work accurately and with attention to detail	Essential
Understand importance of discretion and confidentiality	Essential
Able to work under pressure to prioritise and meet deadlines	Essential
Self-motivated, enthusiastic and able to work on own initiative	Essential
Good organisational and administration skills	Essential
Able to work well as part of a team	Essential
Professional and approachable	Essential
Good communication skills, both written and oral	Essential
Flexible and adaptable	Essential
Commitment to continuous professional development	Essential

### Equality and Inclusivity Statement

At Beyond Schools Trust we are striving to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from underrepresented communities, including but not limited to those who identify as Black, Asian or from a Minority Ethnic background.

### Summary of Terms and Conditions – Support Staff

<b>Start date</b>	As soon as possible
<b>Place of work:</b>	Beyond Schools Trust Head Office, Fort Pitt Hill, Chatham, Kent ME4 6TJ

<b>Remuneration:</b>	£9280 per annum during the first 12 months of the apprenticeship rising to minimum wage for the remainder of the contract.
<b>Hours of work:</b>	37 hours per week (Mon- Fri Thurs 0830 – 1630, Fri 0830-1600, (includes 30-minute unpaid break)
<b>Days per week:</b>	5 days per week over 52 weeks, excluding holiday
<b>Holiday:</b>	20 days plus 8 days bank holiday (currently under review)
<b>Probation period:</b>	Six months
<b>Benefits:</b>	Benenden Healthcare Free car parking

**Pension Scheme:** Local Government Pension Scheme, contributions bands based on actual earnings from 1 April 2022 are below:

<b>Actual annual pensionable pay</b>	<b>Main Section</b>	<b>50/50 Section</b>
Up to £15,000	5.5%	2.75%
£15,001 - £23,600	5.8%	2.90%
£23,601 - £38,300	6.5%	3.25%
£38,301 - £48,500	6.8%	3.40%
£48,501 - £67,900	8.5%	4.25%
£67,901 – £96,200	9.9%	4.95%
£96,201 - £113,400	10.5%	5.25%
£113,401 - £170,100	11.4%	5.70%
More than £170,101	12.5%	6.25%

More details can be found at [www.kentpensionfund.co.uk/briefguide](http://www.kentpensionfund.co.uk/briefguide)

<b>Dress code:</b>	Smart/professional
<b>Car Insurance:</b>	Trust employees who use their private vehicle in course of duties must be covered with their own insurers to cover business liability.
<b>Notice period:</b>	One month

## The application process - guidance

*We reserve the right to bring forward the closing date of vacancies where interest and applications received are high, therefore we recommend you apply as soon as possible*

<b>The application form</b>	Can be found on the Trust's website - Please complete the application as fully as possible, giving as full answers as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible, for example if you undertook a gap year do state that of if you had a period of unemployment do advise.
<b>Eligibility to work in the UK</b>	Unfortunately, if you do not have right to work in the UK, we are unable to process your application. Right to work checks will be carried out prior to our preferred candidate starting.
<b>Safeguarding</b>	Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to successful candidate joining, this include references from current or most recent employer, an enhanced DBS check and original certificates of qualifications will also need to be provided. If you are shortlisted for interview you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview.
<b>CV</b>	We do not wish to see your CV, therefore please do not include.
<b>Cover Letter</b>	A cover letter can be presented, though not essential. Do keep to maximum of one page.
<b>Supporting statement:</b>	Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible: Why you believe you are a strong candidate for the position ( <b>maximum of 250 words</b> ) Set out impact you have made in your current/previous positions ( <b>maximum of 250 words</b> ) Make reference to the job description and person specification to set out how you meet the criteria. ( <b>Maximum 1,000 words</b> )
<b>References:</b>	Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.
<b>Additional skills:</b>	Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about ( <b>Maximum of 250 words</b> )
<b>Equal opportunities monitoring:</b>	This will be kept separate from your application and used only for monitoring purposes by the HR department
<b>Special arrangements:</b>	Please do set out in the application form any special arrangements we should try to make if you are invited to interview.
<b>Retention of personal information:</b>	Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

## Our location – Beyond Schools Trust, Fort Pitt Hill, Chatham, Kent ME4 6TJ

<https://w3w.co/maps.onion.cowboy>



### Living and Working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

*“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”*

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

### Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.

## Advert

### Finance Apprentice

**Salary Scale:** £9,280 per annum  
**Contract Type:** Full-time, 37 hours per week, Monday to Friday, All year  
Fixed-term contract 15-18 months duration  
**Location:** Central Trust Office, Fort Pitt Grammar School  
**Reporting to:** Assistant Financial Controller

The Beyond Schools Trust is a multi-academy trust based in Medway, which presently consists of three secondary schools and one primary and one junior school. We are currently recruiting for a Finance Apprentice to support the growing demands of the central Finance function. We are a growing, multi-academy trust within the educational sector with approximately 550 employees and 4000 students across the five sites.

An exciting opportunity has arisen for a Finance Apprentice to join our growing finance team. This is a great opportunity for an individual to start their finance career in a role that offers excellent training and support. You will undertake a range of financial & administrative tasks, gaining invaluable work experience and skills, whilst studying towards your AAT Level 2 Apprenticeship in Accounting with First Intuition as your training provider. You will receive 20% off the job training/study time and all exam fees and associated travel costs will be funded by the Trust.

We are seeking an enthusiastic and ambitious individual with a genuine interest in developing a career in finance. You will have excellent IT skills with a good working knowledge of Excel & Word, possess strong communication skills, along with a good level of customer service with the ability to build strong working relationships within a team as well as working independently.

Please visit [www.beyondschoools.co.uk](http://www.beyondschoools.co.uk) for a full job description and an application form.

**Closing Date for applications: 5.00pm on Friday 1<sup>st</sup> July 2022**

Letters of application, together with a completed application form (available on the Beyond Schools website) giving full details of qualifications and experience to date should be sent to: Mrs Paula Mallion, PA to the CEO, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ or e-mailed to [pmallion@beyondschoools.co.uk](mailto:pmallion@beyondschoools.co.uk)

Short-listed candidates only will be contacted for interview, which will take place in the week commencing **4<sup>th</sup> July 2022**.

#### Safeguarding commitment

The Beyond Schools Trust is committed to safeguarding and promoting the welfare of all staff and students – any offer of appointment will be subject to satisfactory references and an enhanced DBS check will be required for all successful applicants.

#### Equality and Inclusivity Statement

At Beyond Schools Trust we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from underrepresented communities, including but not limited to those who identify as Black, Asian or from a Minority Ethnic background.