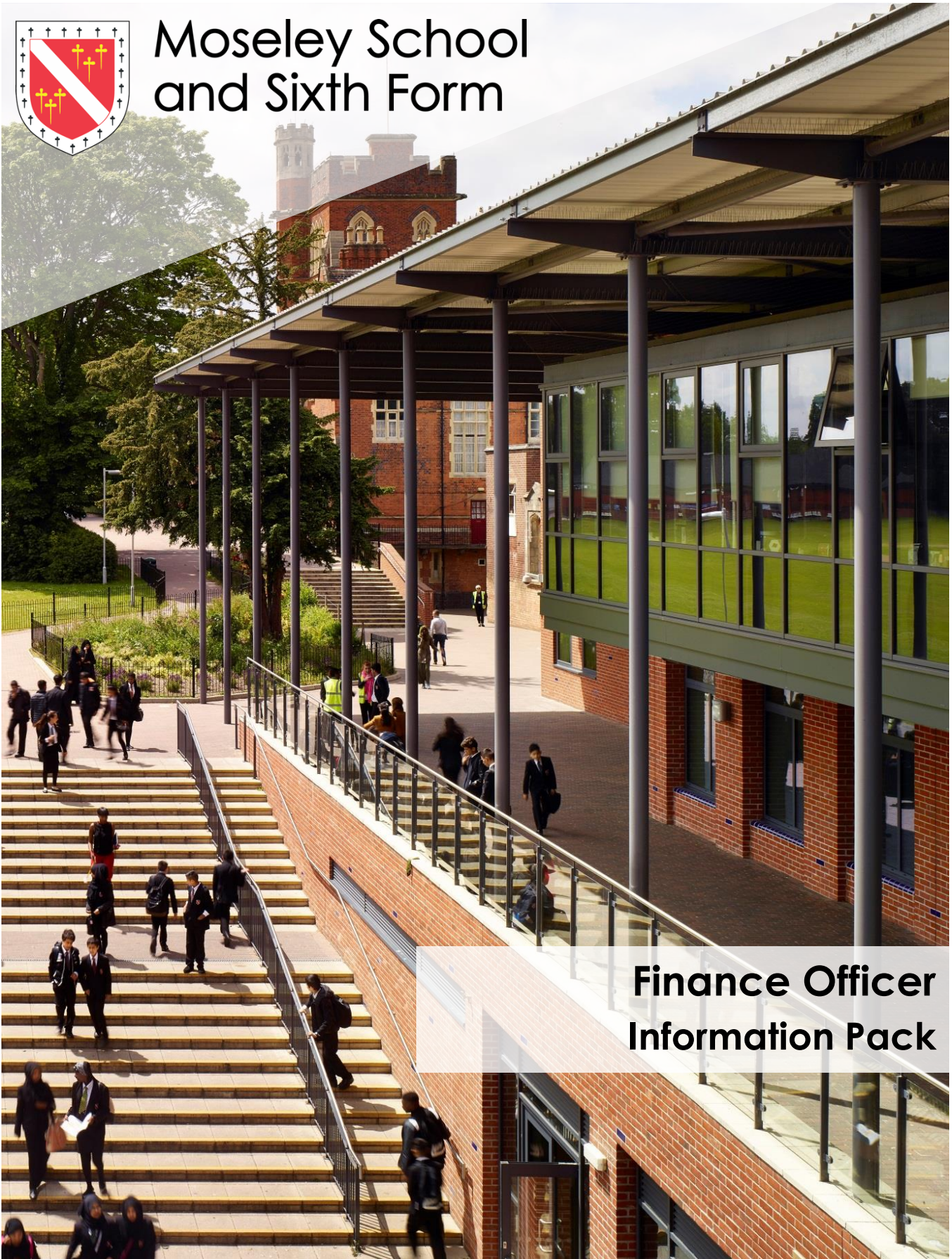




# Moseley School and Sixth Form



## Finance Officer Information Pack

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students.  
inspiring excellence in character and scholarship



# Moseley School and Sixth Form

Moseley School and Sixth Form  
Wake Green Road  
Moseley  
B13 9UU

T: 0121 566 6444  
E: [enquiry@moseley.bham.sch.uk](mailto:enquiry@moseley.bham.sch.uk)

Headteacher: Mr R. McBrien BSc MEd NPQH

Dear Colleague,

I am delighted you are considering joining Moseley School and Sixth Form. This is an exciting opportunity to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Moseley School and Sixth Form. We are very proud of the achievements our students make academically and in many other spheres. We aspire to provide the very best educational opportunities and outcomes for all our students. Ofsted recognised that we are doing a good job of this when they inspected in May 2016.

Please explore our website and read through the additional materials included in this pack to find out more about Team Moseley. The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

Your application must be received by **8am on Monday 27<sup>th</sup> November 2017**. Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11. Interviews will take place on **Wednesday 6<sup>th</sup> December 2017**.

Yours faithfully,

Roger McBrien  
Headteacher





# Moseley School and Sixth Form

**Post Title:** Finance Officer

**Salary/Grade:** GR4 (£25,951 to £32,486)

**Contract Type:** Full time

**Contract Term:** Permanent

**Contract Start Date:** January 2018 or earlier if possible

We are looking for an experienced and enthusiastic Finance Officer to join the school's Finance Team. This is an important role, providing financial management support to the School Business Manager. Moseley School and Sixth Form is a Foundation School.

Are you an ambitious individual, proactive in nature, with a real passion to deliver the highest standards? Our ideal candidate will:

- Have excellent accountancy, numeracy and literacy skills
- Be able to work under pressure and to deadlines, and deliver excellent attention and produce accurate results
- Have experience working in a finance environment, preferably within a school setting
- Have a good knowledge of financial software (we use PS Financials v6) and Microsoft applications
- Have good communication skills.

If this is you come and join 'Team Moseley'. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1400 students, 160 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym.

Download an application pack from our website [www.moseley.bham.sch.uk](http://www.moseley.bham.sch.uk) or contact Amanda Allott, School Business Manager, on 0121 566 6465.

**Closing date: 8am on Monday 27<sup>th</sup> November 2017**

**Interview date: Wednesday 6<sup>th</sup> December 2017**

**Completed applications should be returned to Emma Holland, PA to Headteacher, Moseley School and Sixth Form, Wake Green Road, Moseley, Birmingham, B13 9UU or via email to [recruit@moseley.bham.sch.uk](mailto:recruit@moseley.bham.sch.uk), with an accompanying letter explaining how you meet the requirements of the role.**



## Job Description

<b>Post Title:</b>	<b>Finance Officer</b>
<b>Salary &amp; Grade</b>	<b>GR4 (£25,951 to £32,486)</b>
<b>Contract Type:</b>	<b>Full time</b>
<b>Contract Term:</b>	<b>Permanent</b>
<b>Working Time:</b>	<b>Normal working hours 36.5 hours per week. All year round.</b>

## Core Purpose:

- To contribute to ensuring the financial management within the School complies fully with the requirements of the Department for Education and Birmingham City Council (BCC), as well as other government requirements, and audit and regulation requirements.
- To contribute to maintaining the School's financial and accountancy systems and ensure the provision of operational financial information to the Head Teacher, School Business Manager, Leadership Team, Governing Body, and external bodies as required.
- To support the School Business Manager with the strategic and operational development of the School's finance systems, to ensure outstanding financial management of resources, healthy balances and sufficient funds which deliver the School's Strategic Improvement Plan
- To support the monitoring, evaluation and continuous review of the quality and effectiveness of financial operations within the School.

## Responsibilities – Financial Management:

- To ensure the effective and efficient running of the School's allocated budgets as delegated by the School Business Manager
- Production of the monthly budget reports
- Undertake budget monitoring activities and ensure significant variances are investigated and corrective action identified and reported to the School Business Manager
- Production of the monthly management accounts
- Production of the year end accounts
- Support the production of documentation required for the Site & Finance Committee
- Prepare financial returns as and when required
- Operational responsibility for the Schools Financial Value Standard, in line with the Education Funding Agency's requirements
- Support the production of draft budgets
- Overseeing the administration of income and expense related to School Fund and to prepare the records for the year-end audit
- Undertake the financial management and administration of the Parent Pay system
- Maintain and update the School's Financial Procedures in line with BCC requirements
- Ensure audit trail exists for all financial operations & support financial audits undertaken
- Assist the School Business Manager with updating finance related School policies and procedures

**Responsibilities – Line Management:**

- Responsible for the line management and overseeing the work of the Finance Assistant and in the post holder's absence provide cover for this role
- Line management of the Finance Assistant will include; the day to day supervision of the work, ensuring responsibilities are delivered as required; performance management and; recruitment and selection activities for the post

**Responsibilities – Operational Activities:**

- Responsible for raising the payment file, on at least a weekly basis, for the School Business Manager to process, and once the BACS run has been completed, issuing payment remittances to suppliers
- Responsible for preparing income for banking on a weekly basis in readiness for collection by appointed contractor
- Responsible for processing charge card expenditure, ensuring appropriate authorisation ahead of committing the expenditure. Ensuring the charge card account is reconciled on a monthly basis and journals are made to relevant budgets
- Liaise with the HR Manager for the reconciled payroll report each month and ensure the payroll journal is prepared and uploaded into the computerised finance system
- Ensure reprographic costs are collated and charged to appropriate budgets on a monthly basis
- Support the Community Facilities Sports Manager with processing the financial transactions related to the Sports Centre
- Oversee the processing of claims for payment and reimbursement
- Raise sales invoices for authorisation by School Business Manager, and issue to customers.
- Ensure charges relating to agreements with the School are recovered on a timely basis.
- Processing of internal journals and virements
- Prepare the monthly VAT returns, ensuring all financial transactions are processed on a timely basis and to HMRC guidelines ensuring appropriate apportionment is applied to non-educational transactions
- Prepare the cash flow forecast and update on a monthly basis
- Reconciliation of the balance sheet and ledgers on a monthly basis
- Administer the budget planning software to support the production of accurate budget projections for current year plus 4 years
- Overseeing the annual filing/storage of year's invoices as per audit requirements and arranging for the disposal of financial records in line with School policy
- Assist the School Business Manager with reviewing contracts and suppliers to ensure value for money
- To be the point of contact for all financial queries with external stakeholders and within the School and to resolve such matters, consulting with the School Business Manager when appropriate to do so
- Oversee aged creditors and ensure suppliers are paid within agreed terms, reporting to School Business Manager on a monthly basis
- Oversee aged debtors, chasing payments due, and highlighting outstanding income to School Business Manager on a monthly basis
- Hold the list of approved suppliers, updating on a regular basis, ensuring amendments and additions are approved by the School Business Manager
- Maintain and update as required the procedures relating to this post.

**Responsibilities – Budget Holders:**

- Work closely with the Budget holders on financial estimates, budget planning and profiling, monitoring and control of accounts, audit compliance and the management of resources
- Undertake training of budget holders and requisitioners in relation to financial procedures and the computerised finance system

## Other Responsibilities

- Attend meetings as required
- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up-to-date with current educational developments and legislation affecting school finance operations within your area of responsibility
- Contribute to school development through identified communication and consultation channels
- To respect the confidential nature of information relating to the school, students and customers
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the School
- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy
- To comply with the school's Health and Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

***Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.***

***This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role***

## Person Specification



**Moseley School  
and Sixth Form**

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students

inspiring excellence in character and scholarship

## Post Title: Finance Officer

Qualifications & Experience	Essential Desirable D	E/
<ul style="list-style-type: none"> <li>Must be able to consistently demonstrate they are numerate and literate, (Minimum GCSE Maths &amp; English Grades A* - C or equivalent)</li> <li>AAT qualified, or working towards</li> <li>CIMA qualified</li> <li>Good standard of Education to A Level (or equivalent)</li> <li>Computer literate including experience of using Microsoft Office</li> <li>Knowledge and understanding of budgeting, auditing and financial reporting requirements</li> <li>Experience of working in a finance environment, minimum of three years</li> <li>Experience using a computerised finance system</li> <li>Experience of using PS Financials, version 6</li> <li>Experience producing management accounts</li> <li>Experience of working in a school environment</li> <li>Experience of line management</li> </ul>	E  E D E E E E E D D D D	
Skills and Abilities		
<ul style="list-style-type: none"> <li>Ability to undertake financial administration and financial monitoring</li> <li>Ability to interpret and follow policies and procedures</li> <li>Strong accountancy and numerical skills, ability to manage complex information</li> <li>Strong Microsoft Office Excel skills, at a minimum of an intermediate level, advanced is desirable</li> <li>Able to communicate in a clear and concise manner both on the telephone and face to face</li> <li>Ability to produce budget monitoring information and to prepare written reports for the Governing Body</li> <li>Ability to complete work to the required standards</li> <li>Ability to problem solve and to identify and implement solutions</li> <li>Ability to undertake systems administration work on the computerised finance system</li> <li>Ability to develop and maintain effective working relationships with a wide range of people</li> <li>Ability to work independently on own initiative</li> <li>Ability to research and investigate</li> <li>Excellent organisational skills</li> <li>Demonstrates a flexible approach to work to enable effective delivery of service</li> </ul>	E E E E E  E E E E E E E E E	
Other Attributes		
<ul style="list-style-type: none"> <li>Proactive, flexible and adaptable</li> <li>Punctual and conscientious</li> <li>Up to date knowledge of school funding</li> <li>Strong listener and communicator who can effectively convey information at an appropriate level</li> <li>Prepared to challenge non-compliance</li> <li>Discretion, tact and confidentiality at all times</li> <li>Good time management and the ability to prioritise workload</li> <li>Able to work under pressure and to deadlines, and deliver excellent attention and produce accurate results</li> <li>Evidence of successful team working</li> <li>Emotional Resilience</li> <li>Can do attitude</li> <li>Ability to adapt to changes in the workplace</li> <li>Deep understanding and commitment to the safeguarding of children</li> <li>Commitment to the school ethos and aims</li> <li>Commitment to comprehensive education</li> <li>Commitment to equal opportunities</li> <li>Suitability to work with children</li> </ul>	E E E  E E E E  E E E E E E E E E	

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.



**Moseley School and Sixth Form's purpose is to inspire excellence in character and scholarship.**

## **Our vision for Moseley School and Sixth Form in 2018**

Moseley School and Sixth Form is an inspirational place to learn, where passionate teachers nurture the curiosity, creativity and imagination of students. All the School's systems are geared to support the progress of all students. The curriculum, assessment, staffing, timetable, technology and other resources enable each student to receive personalised support to achieve ambitious goals. A global perspective that celebrates diversity and respect for individual rights pervade the school and nurture responsible citizens and independent thinkers. The School is a place in which all staff develop as leading professionals and make a significant contribution to the educational community in Birmingham and nationally. Staff and students receive support and guidance to prepare them for the next step in their careers.

Moseley School and Sixth Form is a safe and healthy school that enables students to thrive. We want to work in an emotionally intelligent school where we acknowledge the fallibility of human beings and recognise the impact our actions and words have on others. Our pastoral system ensures that each student is cared for and their needs are met through effective partnerships with all our stakeholders, especially parents and carers. All students have opportunities to broaden their social and cultural horizons. The school provides a clear moral framework based on shared values in which the students feel safe and can flourish. Students are able to reflect on their own beliefs, appreciate different views and develop understanding of their own identity and their own self-worth. The School values its long history whilst being dynamic and forward looking; a place where staff and students enjoy memorable experiences.

Moseley School and Sixth Form is a place where staff and students are aware of how personal and political decisions affect the future of the environment and of their responsibility to help to sustain our planet. We are a caring community where positive personal relationships have a civilising influence. We recognise the potential in everyone and we support and challenge everyone to achieve their potential. We provide opportunities for everyone to develop leadership, organisation, resilience, initiative and communication skills. All of the School's diverse communities share the vision and purpose of the school and through developing character and scholarship achieve excellence.

## **Moseley School and Sixth Form Values:**

We expect all members of our school community to embrace our core values: **Respect, Endeavour and Compassion**





## 2017 Results

### Key Stage 4

63% of students achieved a Pass (Grade 4) or above in English.

44% of students achieved a Pass (Grade 4) or above in Mathematics.

57% of students achieved a C or above in Science.

49% of students achieved A/A\* grades.

Progress of our lower ability students is in the top 30% of all schools nationally.

### Key Stage 5

92% of students achieved 3 passes with an average of a grade C.

88% of students achieved a grade A\* - B.

79% of vocational students achieved Distinctions or Distinction\*.

Progress for our vocational students is expected to be in the top 20% of all schools and colleges nationally.



**Hadeel**  
**A\*, A, A**

**Accounting  
and Finance  
at University  
of Birmingham**



## What we can offer you

Following a recent staff survey, 100% of the 160+ staff here at Moseley School and Sixth Form agree or strongly agree that they are proud to be a member of staff here.

We are fully inclusive and provide a wide range of programmes to enhance employee wellbeing. This includes heavily discounted membership to our fully equipped Health and Fitness centre and a car parking space on site for every member of staff.

Moseley School and Sixth Form is committed to providing a supportive and developmental culture for all staff, through an extensive CPD programme. The school strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members. Over the last two years there has been a deliberate shift to a school-based model, increasing collaboration and the opportunity for reflection.

In order to create and sustain this culture the school has implemented and delivered a range of strategies: lesson collaboration, joint-practice development, Lesson Study, Moseley Teaching Programme, and other initiatives focusing on teaching and learning.

We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs, team building events, sports and health classes.

We pride ourselves on being friendly and welcoming to everyone visiting our site and provide comprehensive induction processes to ensure that your transition into Team Moseley is as smooth as possible.

We have a very positive ethos and excellent staff/student relationships; we value our staff both as individuals and as professionals and are committed to their personal and professional development.

Moseley School first opened its doors in 1923 and we still use the excellent facilities housed in our grade two listed building along with a modern building which opened in 2012. We cherish our proud history and are excited about our bright future.

We are based in Moseley, Birmingham, on a large and beautiful site. The 600 year old suburb recently topped the list of Britain's top 50 urban districts and was praised for its "village community". Moseley School and Sixth Form is based 4 miles from Birmingham City Centre with a train station a 20 minute walk away and buses running every 4 minutes from the city.





## Curriculum

The curriculum seeks to maximise the achievement of all our students. It aims to provide a broad and balanced education, which meets the requirements of the National Curriculum, and is also tailored to the specific needs, interests and aspirations of our students.

The curriculum contributes to the good spiritual, social, moral and cultural development of students. This is achieved through the taught curriculum and through the programme of enrichment activities which help to deliver key aspects of personal, social and health education, as well as citizenship. The curriculum provision is also supported by a strong commitment to impartial careers information, advice and guidance.

### Key Stage 3

At Key Stage 3 all students will study the following subjects

English	Religious Education
Maths	Design Technology
Science	Art
PE	Computing
Modern Foreign Language	Drama
History	Music
Geography	PHSE

### Key Stage 4

At Key Stage 4 all students follow a core curriculum of English, Maths, Science, Religious Education and PE. They also have the opportunity to study four more subjects to GCSE level. There is a wide range of subjects to choose from which we will discuss with you and your child during our pathways events. Currently 25 subjects are on offer for your child to discover their passions.

### Sixth Form

The Sixth Form at Moseley School offers a wide range of academic A level subjects as well as vocational subjects at both Level 2 and Level 3, all providing opportunities for progression on to higher education or apprenticeship programmes. **98% of our students achieved places at their first choice university in 2016.**



## Pastoral Care

### Student Welfare

Student welfare is supported through vertical tutoring and the house system, both of which enable students to develop positive relationships with their peers and with students from other year groups in school. Students are placed into one of six houses. Each house is led by a pastoral team consisting of an Assistant Headteacher Head of House and a non-teaching House Pastoral Manager.

There are seven tutor groups in each house and each tutor group is made up of students from Year 7 through to Year 11. Although sixth form students do participate in house activities, they are placed in separate Year 12 and Year 13 tutor groups. A wider team of pastoral staff are on hand to provide more personalised support for students who are struggling with their studies or who are facing challenges outside of school. It is our intention to provide early help and support to our students and their families to ensure that all barriers to learning are removed, enabling our students to achieve their very best.

### Celebrating Success

Students Excellence, Character & Scholarship is celebrated as we believe it is important to promote an ethos of success. We celebrate all successes through our Moselette rewards system. Students have the opportunity to earn awards through demonstrating excellent attitudes to learning (Scholarship) and positive conduct (Character).

Our rewards are broken up into short, medium and long term celebrations. Every week students are acknowledged and praised during house assemblies and awarded Mosettes and postcards home. For consistent excellence over each half term we promote students through our success posters around our school site and via termly awards assemblies. As long term rewards each term students aspire to earn places on our Gold, Silver and Bronze rewards trips where they will gain new cultural experiences. We also have two awards evenings during the year for KS3 and KS5 awards where students can become a part of the school's history.

The six houses of Moseley also compete for our four house cups for Attendance, Punctuality, Conduct and Attitude to learning. These are presented to the house student leadership teams each half term by the head teacher and cups are displayed in our main hall.

### Student Conduct and Attitudes to Learning

Students are aware of the clear expectations regarding their conduct in and outside of school and we have an established system of rewards and sanctions to support behaviour. With support from parents, we work in partnership to instil the positive values of respect and compassion into our students so that they conduct themselves as excellent ambassadors for the school and the community. Appropriate guidance and support is available for students who require additional help to maintain a high standard of conduct.

Students are provided with regular opportunities to develop positive attitudes to learning in order to secure excellent progress and conduct in lessons. Our focus on Attitudes to Learning is based around helping students to develop the following attributes: passion for learning, focus, initiative, leadership, resilience, reflection and readiness to learn.







## Support for Learning

**We believe** every member of Team Moseley has a key role to play in creating an inclusive learning community and promoting pride in scholarship. All students can become successful, independent learners able to integrate effectively into society as responsible citizens, confident throughout their lives in their ability to learn. At Moseley School and Sixth Form your child's safety and well-being are paramount. We are committed to ensuring that no student is left behind or feels that they are at a disadvantage to their peers and we are able to create individual support plans to meet the needs of every student. All children are treated equally with respect and expectations are high to enable all to achieve or exceed their potential.

### SEND/EAL

Our SEND (Special Educational Needs or Disability), Literacy and EAL (English as an Additional Language) teams sit at the heart of our school improvement plan and provide excellent support to students, families and carers to remove barriers to learning. Through close relationships with the pastoral and curriculum teams, we are able to make provision for a wide range of needs. Students are identified for targeted interventions, including EAL, literacy and numeracy 'catch up' sessions. These are delivered by our team of specialist graduate coaches during the school day and after school in enrichment clubs. The EAL team lead, manage and work collaboratively with mainstream teachers and graduate progress coaches to plan and deliver effective English Language support to students with EAL, including those who are International Newly Arrived. Their expertise enables students to accelerate their acquisition of English facilitating their access to a broad and balanced curriculum. Occasionally these students have SEND needs too and we work collaboratively across teams to secure the most appropriate provision.

### Assessment and Specialist Provision

We recognise that all students may require support at some stage in their education whether it is social, emotional, behavioural or academic. The views, wishes and experiences of students, parents and staff are integral to the planning and review of the support we allocate to our students. For students with pre-identified SEND or literacy needs, we scrutinise all progress data following every assessment point. For students with high-focus SEND needs we also use a range of assessments, in addition to requesting additional expertise from external agencies. For students who require additional support to improve their literacy skills a team of graduate Literacy coaches work with individuals and small groups. Focused interventions from the Literacy team enable students to make rapid progress and enjoy success in class and examinations.

For students arriving with English as an Additional Language, a comprehensive programme of support is available to meet the individual needs of students. This ranges from an intensive English induction course, to short term language lessons all of which are designed to allow students full access to the curriculum as quickly as possible.

We also offer a large number of extra-curricular activities and clubs at lunch times and before and after school.

### Quality First Teaching and Learning

In addition to support from the SEND, Literacy and EAL teams, teachers at Moseley School and Sixth Form are fully committed to maximising inclusion by differentiating teaching methods and resources. The key characteristics of Quality First Teaching and Learning are: highly focused lesson design with sharp objectives and outcomes; high demands of student engagement with their learning; high levels of interaction for all students; appropriate use of teacher questioning, modelling and explaining; an emphasis on learning through dialogue, with regular opportunities for students to talk both individually and in groups; regular use of praise to motivate and regular professional training opportunities for staff. Our superb, stimulating learning environments are accessible and fully resourced with state of the art ICT equipment.



## Extra-curricular opportunities

At Moseley School and Sixth Form we believe in excellence in scholarship and character. We provide our students with opportunities to develop their character through many extra-curricular activities.

After lessons finish each afternoon there are opportunities for students to extend their learning and also explore other interests. Chess Club, Debate Mate, Game Design, International Club and Games Clubs are just a small sample of opportunities available.



There are also many sports clubs available for student to try out new sports as well as opportunities to represent the school in competitive sport. Students also have the opportunity to watch live sports events. Students have been to Edgbaston to watch England play cricket, to the NIA to watch the National Basketball Finals, are due to attend 2017 British Gymnastics Championship and to Edgbaston Tennis Club to watch the AEGON tennis classic, which is the warm up event for Wimbledon.

In 2017 our production of 'The Witches' by Roald Dahl, achieved local acclaim and awards, as did our 2016 production of 'Our Day Out'. There are regular opportunities for students to perform music and drama through 'Moseley's got talent'.

In Year 7 all students have the opportunity to go on a residential to an outdoor activity centre in surrounding countryside. This experience builds confidence and friendships which help new students to settle quickly and form good relationships with staff and other students.



Junior Award Scheme for Schools (JASS) is a progressive learning programme for young people; a key aim has been to meet the challenges of the transition from primary to secondary. JASS develops the whole individual by offering recognition in four key areas – regular physical activity (**Get Active, Stay Active**), exploring a personal interest (**My Interests**), working for the good of the community or the environment (**Me and My World**) and completing an outdoor activity or challenge (**Adventure**) and is designed so that participants move from **Bronze**, to **Silver** and then to **Gold** with increasing levels of, commitment, learning, and challenge.



The prestigious Duke of Edinburgh's Award is recognised by universities and employers for its emphasis on character building. Students from Year 9 onwards can start training and preparing for a bronze, silver and ultimately a gold award. Planning and organisation are essential but resilience and leadership are also developed through the demands of the programme.

For our students who are not yet old enough to join the Duke of Edinburgh Award, we give them the opportunity to complete Moseley Edge. The scheme has been designed to develop key life skills and attributes that employers are looking for. These include: leadership, organisation, initiative, resilience and communication. Completing will give students an accreditation, which will acknowledge the personal achievements made by the students outside of their traditional academic studies. This accreditation is offered at three levels, Year 7 will begin at the Apprentice level, as they get older they will move onto the Graduate and Masters programmes.