



William Hulme's Grammar School

The best in everyone™

Part of United Learning



Candidate Pack

Finance Administration Apprentice



United Learning

The best in everyone™



Overview of the Role

Thank you very much for your interest in applying to be a Finance Administration Apprentice at William Hulme's Grammar School (WHGS).

A vacancy has arisen for a **Finance Administration Apprentice** to work full-time within the school finance team on an apprenticeship. The role is for 37.5 hours per week all year round with study leave of 20% of working time being provided. We are looking for an enthusiastic and motivated apprentice wishing to progress a career in finance and willing to commit to studying towards a recognised accountancy qualification.

There is the opportunity for the right person to grow and develop within the finance team and other areas of growth may include budget reporting and payroll related administration in future.

The Finance Administration Apprentice should have the ability to work under their own initiative, prioritise their workload, and multitask. They will be flexible and enjoy the challenge of adapting to changing circumstances in this versatile role. Confidentiality and good customer service are essential. They should be comfortable with learning and using a variety of software packages, ideally have purchase ledger or invoice processing experience and be familiar with online ordering and cash handling.

See also Job Description and Person Specification.

Why work for us?

William Hulme's Grammar School is the most over-subscribed school in Manchester and one of the most successful comprehensive schools in the country. WHGS is an all-through (3-18) Academy of over 1600 pupils with a wide range of abilities, ethnicities and backgrounds.

WHGS is part of United Learning, a large, and growing, group of schools aiming to offer a life changing education to children and young people across England. Our subject specialists, our Group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resources, helping to simplify work processes and manage workloads for an improved work-life balance.

As a part of United Learning, our academy benefits from shared resources, experiences, working practices and CPD opportunities that are second to none. This affords further opportunities for staff to provide a vital contribution in our pursuit to deliver the highest standards of educational excellence.

More pay:

- Cash towards medical treatment.
- Generous staff discount scheme.

More time:

- Three extra INSET days for planning.
- At least one personal day off a year.

More support:

- Great training for your career.
- Support for your wellbeing.



“Teachers use their strong subject knowledge to prepare interesting and engaging lessons” Ofsted, 2019



Our Framework for Excellence

United Learning Schools prioritise 5 key principles which represent our approach to education which lead to excellence when exemplified in the right way.



| The Best from Everyone | Powerful Knowledge |
|---|---|
| <p>Our aim is to bring out the best in everyone. So, we must expect the best from everyone, all the time. Every child is a special individual, capable of extraordinary things. Who can know the limits of any child's potential? So, we expect unreasonably – we constantly challenge children to do what they think they can't, to persist, to work hard and to be at their best.</p> <p>From every adult we expect the same: that they are at their best, expect unreasonably of themselves, are determined and resilient and pass those expectations on to the children in all they do. We act with the utmost love, care and good faith – the highest standards come with the greatest attention to the wellbeing of all.</p> | <p>Our most important purpose is to teach young people things they would not learn outside school, which free them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject-based learning; the development of talents; an understanding of work and society.</p> <p>Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think and learn.</p> |
| Education with Character | Leadership in Every Role |
| <p>Academic success is very important. Exam passes are an important aspect of that. But there is more to a good education. Our schools also aim to develop character, compassion and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.</p> <p>We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.</p> | <p>Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children.</p> <p>All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams and create the space for others to lead. All leaders listen, grow relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.</p> |
| Continuous Improvement | |
| <p>However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.</p> <p>We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren't working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.</p> | |



Our Mission

Our mission is to establish William Hulme's Grammar School as the most popular and successful state school in the country, preparing our community for the future. We are working closely with parents and the wider community in our bid to achieve this ambitious aim of WHGS being:

- A great place to learn.
- A great place to work.
- A great place to grow and flourish.
- A great place to contribute to the wider community.

Our Values

Ambition Charter

I will:

1. Show **pride** in everything I do.
2. Be **enthusiastic** and say 'yes' to opportunities that come my way.
3. Show **resilience** by adapting to overcome obstacles.
4. Show **determination**, embracing failure and learning from my mistakes.
5. **Challenge** myself and step out of my comfort zone.

Respect Charter

I will:

1. **Speak** with respect.
2. Respect the **school environment**.
3. **Behave** with respect.
4. Respect **other students' learning**.
5. Respect **my own learning**.

Compassion Charter

I will:

1. Be **kind** to everyone, including myself.
2. Be **inclusive**, understand, celebrate and embrace diversity.
3. Show **empathy**, by being open to others' point of view.
4. **Challenge** behaviour that I feel is unkind or morally wrong.
5. Be **generous** and help others within the school and local community.



"Leaders have an unwavering commitment to pupils' wider personal development"
Ofsted, 2019



JOB DESCRIPTION

Finance Administration Apprentice

| | |
|---|--|
| Department (Faculty): | Finance |
| Directly Reporting to: | Finance Manager |
| Indirectly Reporting to (if applicable): | Executive Business Manager / Principal |
| Context / Scope of Role: | Full time, all year-round role, whole school role |
| Purpose of Job/Role: | <ul style="list-style-type: none">■ To be a full-time member of the school's Finance team, involved in all aspects of financial processing and control including purchase requisitions, invoicing, cash management, school funding and month end processes.■ To develop in the role with the potential to progress into other areas such as budgeting and payroll administration. |
| Line Management Responsibilities: | None. |
| Contacts & Working Relationships: | <ul style="list-style-type: none">■ All staff, parents, pupils and visitors to the school■ Central Office Finance staff and Business Partners■ Chair of WHGS Foundation■ Suppliers, customers, bank and other external organisations |
| Job Family: | Administration & Business Management (ABM) |
| Band: | Band 1 |
| Salary Range: | Apprenticeship Rate of Pay, circa £22,912.50 per annum |

Roles and Responsibilities

1. Posting of purchase invoices on the financial system:
 - Receipt of supplier invoices/credit notes and prioritising any urgent authorisations/payments.
 - Checking against purchase orders/GRN's.
 - Sending invoices to relevant budget holders for authorisation to pay.
 - Inputting the invoices/credit notes on the financial system ensuring correct financial coding.
 - Making the Finance Manager aware of any invoices likely to be of a capital nature or requiring the cost to be spread over the remainder of the year.
 - Preparation and submission to Finance manager / Principal of daily authorisations dependant on value and chasing up any outstanding/rejected authorisations in a timely manner.
 - Reconciling supplier statements to the purchase ledger. Liaising with suppliers on outstanding invoices/credit notes, requesting copy invoices and addressing other queries as appropriate.
 - Raising new supplier request forms and amendments where required.
 - Ensuring all changes to a supplier's sensitive financial data (name, address, bank details, contact details etc) are checked independently to prevent fraud.

Responsibilities include accurate and consistent coding-up of costs so that budget and financial control can be applied with confidence. Ensuring that only authorised purchases/payments are made and that fraudulent requests to change payment details are spotted and refused.
2. Processing of purchase requisitions, and checking compliance with procurement policies, budgets etc.
 - Provide cover for absences in processing of purchase requisitions (including online ordering) and ensure all orders are placed in a timely manner in line with UL guidelines and policy.



- Train other staff in this area.
3. Preparation of documentation for fortnightly supplier BACS payment runs.
- Awareness of fortnightly payment run dates and ability to manage workload around these dates.
 - Ensure timely processing of invoices/credit notes so that they are on the system in time for the relevant payment run.
 - Resolve any queries before the invoice due date so that payment can be made to terms.
 - Run unapproved invoice reports and chase up approvals in good time for the payment run.
 - Request any urgent payments required from the Central Finance team.
4. Processing of petty cash, expense claims, cheque payments and Barclaycard statements.
- Recording petty cash claims in the relevant spreadsheets.
 - Payment of petty cash from petty cash tin.
 - Processing of month end journal postings.
 - Reconciliation of petty cash balance at month end.
 - Setting up and training new staff on the online expenses system.
 - Raising cheques as requested by the Finance Manager, posting these on the finance system, and filing supporting paperwork.
 - Recording of Barclaycard purchases on monthly spreadsheet.
 - Compiling scanning and filing all supporting paperwork for Barclaycard purchases.
 - Posting Barclaycard journals once the Barclaycard statement has been uploaded each month.
5. Cashing up, preparing takings for banking and reconciliation of the bank statements.
- Recording of cash takings.
 - Processing the relevant journals to record such with correct codes, reflecting any transfers and adjustments as appropriate.
 - Cashing up each day and preparing the takings for the bank including bagging up the money in the correct denominations, completing paying-in slips and wallet envelopes ready for banking and recording these in the cashbook.
 - Daily reconciliation of bank statements to the bank transactions in the finance ledger, chasing any outstanding items and ensuring a clean bank rec report at the end of each month
 - Ensuring completeness of financial records, probity in managing cash, accuracy of recordings and timeliness of processing to ensure pupil accounts have sufficient funds.
6. Dealing with pupil and parent queries with regards to payments for lunches, school trips, and other charges, and entitlement to/administration of Free School Meals. Chasing up overdraft balances.
- ParentPay:**
- Liaise with staff wishing to set up new payment items to agree content and terms including dates, descriptions, deposit and cancellation terms, payment plans and amounts to be charged.
 - Allocate relevant students to each payment item.
 - Make any appropriate transfers eg. incorrect payment items.
 - Liaise with parents, pupils and ParentPay to issue account activation letters, queries over password resets and other tasks (including new intake each year).
 - Produce reports for staff showing payment status of payment items.
 - Archive old/completed payment items.
- VeriCool:**
- Take payments from parents/pupils in the office.
 - Process overdraft requests, transfers and adjustments.
 - Resolve queries.
 - Liaise with the system technical team as appropriate for help and system issues.
 - Manage overdraft levels and liaise with parents and pastoral team to chase overdue/outstanding balances.



- End of year/start of new year tasks such as removing ex-pupils, adding new pupils, liaising with Data Manager and Admissions Secretary to ensure data held in school's MIS is updated appropriately with reference to external info sources (LEA list etc).
- Arranging for any refund of balance and/or transfer to siblings when pupils leave the school, as requested.

Free School Meals:

- Liaise and advise parents on how to apply for FSM entitlement.
- Record successful/removal of entitlement on the school systems.
- Liaise with teachers/dining hall to facilitate packed lunches for FSM pupils on school trips.
- Arrange Free School Meal vouchers for families during the holiday period

7. Manage school hirings:

- Being the first point of contact for people and organisations wishing to hire the school premises and addressing queries on existing hirings.
- Liaising with Finance Manager on costings and issuing of contracts.
- Liaise with other staff and departments where hirings impact their areas.
- Raising sales invoices on the finance system, sending these out and dealing with any queries associated with them.
- Checking the bank statements for payments, posting and allocating payments on the finance system.
- Following credit control processes to ensure that any payments outstanding are chased in a timely manner, queries are resolved and that the aged debtors report is up to date.
- Maintaining hirer contact details.

8. Administration of school driver data and arranging coach bookings.

- Maintenance of driver documentation.
- Getting quotes for and booking of coach hire requests, liaising with staff over pickup/drop off details etc.

9. Filing of financial documents including regular scanning of purchase invoices on to finance system. Maintaining the archives.

10. To carry out first aid duties as required by the Director of Health and Safety.

11. Providing reception cover when the receptionist is absent.

- Fronting the reception desk: receiving visitors, dealing with enquiries, answering the telephone and relaying messages to staff.
- Monitoring access to the premises via entry gates. Greeting all visitors to the school, making sure that each visitor signs in and is issued with a security ID badge and appropriate coloured lanyard and ensuring all safeguarding protocols are followed.
- Act as central point of contact for On Call system alerting/ensuring relevant staff are aware of all calls for support. Escalate to line manager as and when required if no staff available.
- Sorting incoming and outgoing mail.

Other Duties

1. Support the aims and ethos of the school.
2. Support the implementation of school policies and procedures.
3. Be proactive in matters relating to health and safety and child protection and safeguarding including the completion of EduCare courses as required.
4. Set a good example in terms of dress, punctuality and attendance.
5. To work as part of the team, liaising, advising and consulting where appropriate.
6. Attend relevant Team/Departmental, Staff Meetings and Inset as required.



7. To participate in the school's PDR process.
8. To identify personal training needs and to attend appropriate internal and external in-service training.
9. To carry out duties as part of the Duty Rota.
10. To assist at school functions and with extra-curricular activities.
11. To perform such other duties as may be required by the Principal or Senior Leadership Team.
12. To carry out all other reasonable duties in line with this position as requested by the Principal.

Job Description Review

This job description will be reviewed as and when necessary, in accordance with the needs of the academy.

Date of Last Review: June 2026

Reviewed by: Executive Business Manager (United Learning)



PERSON SPECIFICATION

Finance Administration Apprentice

| Requirement | Essential/ Desirable | Method of Assessment |
|--|-------------------------|---|
| Qualifications | | |
| A minimum of GCSE passes in both English Language and Mathematics – Grade C/4 or above | E | Application Form Certificate Check |
| Relevant finance qualification | D | |
| Further/Higher Education qualification, eg A Levels, degree | D | |
| Experience | | |
| Familiarity with using various IT systems/software solutions and Excel | E | Application Form Interview Process References |
| Willingness to pursue a career in finance | E | |
| Previous role in a finance team | D | |
| Experience of processing purchase orders and/or invoices | D | |
| Experience of processing petty cash and expense claims | D | |
| Experience of working in an educational environment | D | |
| Dealing with hiring of premises/equipment including using online booking portal | D | |
| Knowledge and Skills | | |
| Ability to quickly learn new software solutions and recognise how they can be best deployed to meet school needs | E | Application Form Interview Process References |
| Ability to work on own initiative | E | |
| Ability to prioritise tasks when under pressure | E | |
| Accuracy and attention to detail | E | |
| Knowledge of performing reconciliations eg bank statements, petty cash, supplier statements | D | |
| Personal Competencies and Qualities | | |
| Verbal and written communication skills | E | Application Form Interview Process References |
| Able to follow data protection and confidentiality guidelines | E | |
| Ability to work flexibly and as part of a small team | E | |
| A confident and polite manner with strong customer service ethos | E | |
| Trustworthy | E | |
| Commercial acumen | D | |
| Motivation and Expectations | | |
| Interest in professional development and desire to grow in the role | E | Application Form Interview Process |
| Takes pride in work, is professional, and has high expectation of self and others | E | |



TERMS AND CONDITIONS

Finance Administration Apprentice

The Finance Administration Apprentice will work under the direction of the Finance Manager and Executive Business Manager at the school's premises on Spring Bridge Road.

Hours of Work

The post is offer on a fixed term contract basis (circa 18 months) full time (37.5 hours per week, excluding lunches), all year round, including attendance at all Inset and Planning Days. Your normal working pattern will be Monday to Friday, 8.00am until 4.00pm, but may be varied on occasion as agreed with your Line Manager. Occasional overtime may be required for which payment or time off in lieu (if practicable) will be given. The apprentice will be given 7.5 hours of Off the Job study time to complete their assignments/tasks every week during their contracted working hours.

Job Family, Pay Band and Salary

The role is part of the Business and Administration Job Family and is placed in Pay Band 1 (Support) on the United Learning Support Staff Pay Scale and will be paid at the Apprenticeship rate of pay, circa £22,912.50 per annum.

Holidays / Annual Leave

Twenty-six days annual leave plus the statutory English public holidays per annum pro rata. The holiday year runs from 1 September to 31 August, so this will be pro-rata'd for an in-year starter.

Pension

The Finance Administration Apprentice will be enrolled automatically into the Local Government Pension Scheme (LGPS) run by Greater Manchester Pension Fund (GMPF). You have the option to opt out of this scheme after enrolment if you wish. For further details you can access the GMPF website (www.gmpf.org.uk).

Rewards and Benefits

- United Learning has teamed up with Perkbox to offer employees over 250 exclusive benefits, all through their easy-to-access platform and mobile app. Featuring a huge range of perks, from discounted cinema tickets and holidays to money off meals out at restaurants and savings on food, gym memberships, technology and clothes shopping. We also offer salary sacrifice schemes such Cycle to Work, Car Lease and Gymflex - which offer tax and NI savings.
- All staff on a permanent or fixed term contract with 6+ months service are eligible for the health cash plan provided by Westfield Health. This enables staff to claim money back towards the cost of essential healthcare, as a result of trips to the optician, dentist or physiotherapist, up to annual limits. It also includes the ability to book same day virtual GP appointments.

Preconditions including Disclosure of Criminal Background

Any offer of employment will be subject to satisfactory outcomes of:

- Confirmation of suitability to work with children (Enhanced DBS check)
- Two professional references
- Proof of identity and eligibility to work in the UK
- An overseas check, if applicable
- Confirmation of your qualifications
- Completion of a Disqualification declaration
- Pre-employment Medical Check



How to Apply

Please apply through the William Hulme's Grammar School website:

<https://www.whgs-academy.org/work-for-us/vacancies>

We are working hard to become a more diverse organisation – which is key to our commitment to bringing out the best in everyone. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole.

We always appoint on merit. We are open to discussing flexible working options.

The school is fully committed to the safeguarding of children and all staff will be subject to an enhanced DBS disclosure and full child protection/safeguarding training. United Learning is an equal opportunities employer.

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|---------------------|---------------------------------------|
| Closing Date | Sunday 14 June 2026 at 11.59pm |
| Interviews | Wednesday 17 June 2026 |

