



## **Job Application Pack Purchase Ledger Clerk**

Permanent, Full time, All Year Round  
Salary: Starting from £22,571 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Community School, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe. Belong. Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT Alliance  
Nottingham

## Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

## Lees Brook Academy

Lees Brook Academy (LBA) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook  
Academy

## Alvaston Moor Academy

Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



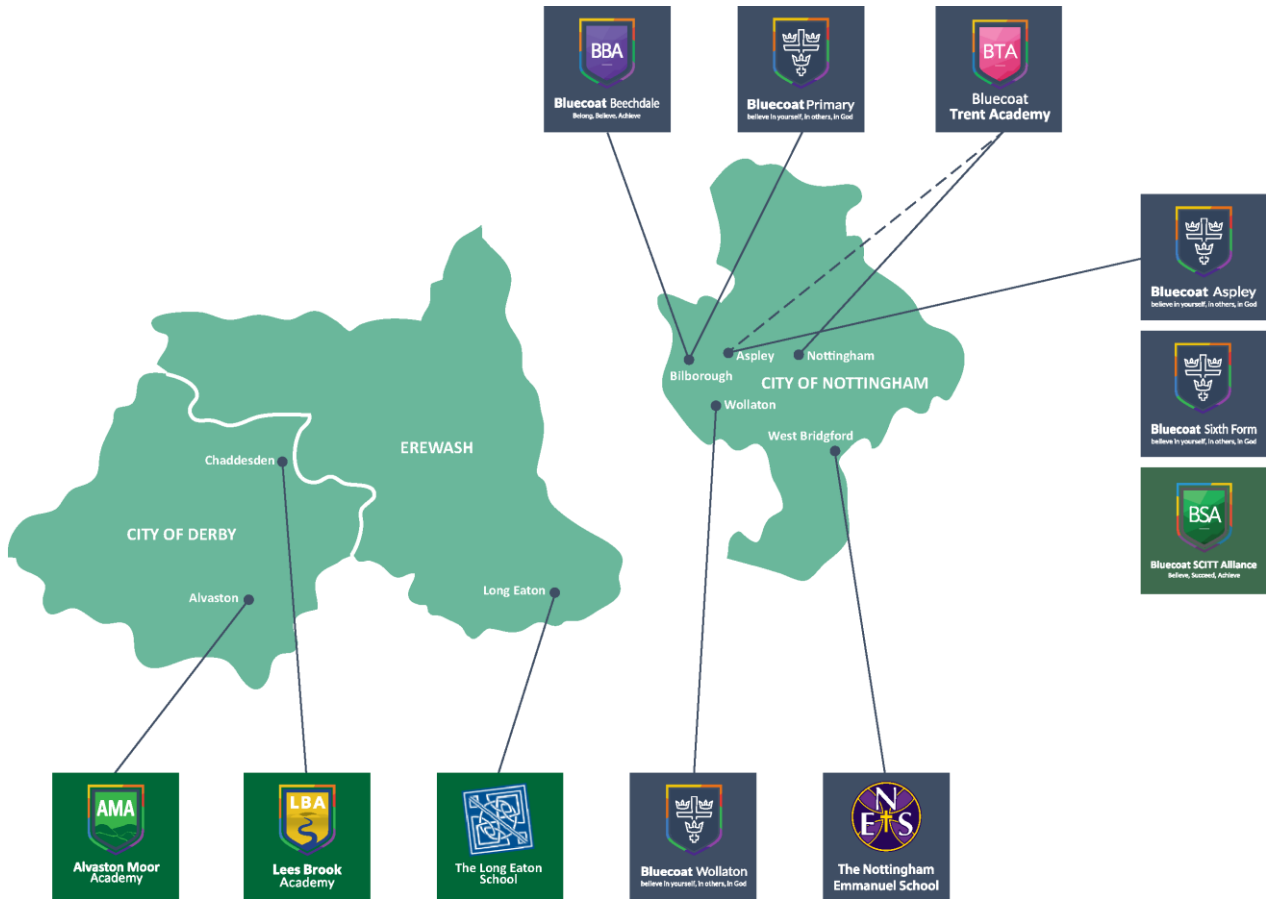
Alvaston Moor  
Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the MAT Team Regional Director- Stuart Anderson



The Regional Director provides direct line management and support for a cluster of Academies within the Trust. They have a secure understanding of each school over time and the staff and contexts within which they will operate. They are there to address performance, drive change and raise standards by understanding the school's needs, working with its Principal and wider staff in order to facilitate appropriate Trust (or wider) support. Moreover, they ensure that children in that school are best served by Archway Learning Trust in the ethos upon which the Trust prides itself.

Further details found at <https://www.archwaytrust.co.uk/about-us/head-office-team-education-2/>

## Corporate Services – Michelle Walshe – Corporate Services Director



Enables effective governance for the Trust that meets the various regulatory requirements; oversees the marketing and communications of the Trust and drives service improvement through the leadership of service management.

Further details at <https://www.archwaytrust.co.uk/governance/>

## Operations – Nathan Jeremiah – Operations Director



Change management, strategic planning and effective people management to create a highly agile, scalable and user focused technology experience. Playing a key role in growing the Trust and ensuring that through every step of the Trust's development technology always acts as enabler.

Further details at

<https://www.archwaytrust.co.uk/about-us/head-office-team-education-2/>

## Finance – Liz Rodrigues – Chief Finance Officer



Liz joined Archway Learning Trust in October 2021 and is an FCA with over 20 years' experience. Having previously worked in a variety of industries including software consultancy and event management, Liz brings a commercial mind-set to the CFO role. She is committed to delivering both value for money and service excellence amongst the finance functions.

## HR- Kirsty Woolls – People Strategy Director



Kirsty has worked in Human Resources in the Education sector for almost 20 years and most recently as HR Director in a large Trust of 21 schools operating across 10 local authorities. As People Strategy Director, Kirsty is responsible for the operation of all HR strategies and policies as well as the lead for industrial relations, reporting to Trustees and the lead professional in regards to senior level HR casework. Kirsty also provides professional advice in relation to HR and employment matters for all our leaders. Kirsty is committed to prioritising Employee Wellbeing, Engagement, Development and in improving the Archway people offer for all colleagues.

## The Vacancy

We are looking for an eager to learn, excel competent candidate who is ready to take their first steps or advance their current experience of working in accounts. The role will predominantly be Purchase ledger based with a scope to experience other aspects within the finance function. Including study support and day release to attend their chosen vocation related qualification (e.g. AAT/CIMA/ACA), our aim as both a department and a Trust will be to help the successful candidate achieve their full potential whilst gaining both a practical and theoretical experience of Accounting.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

## Applications

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

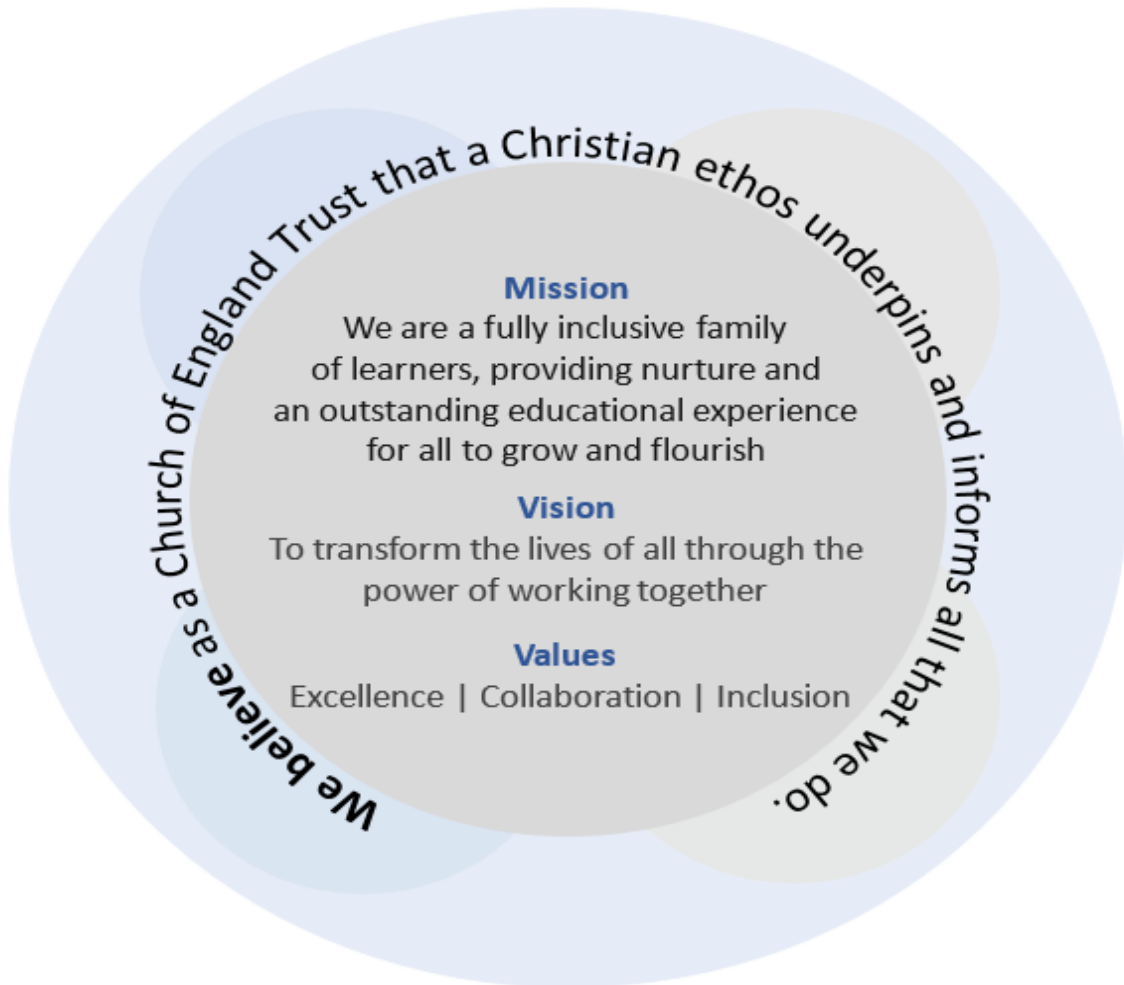
**Closing Date:** 9am, Friday 19<sup>th</sup> August 2022

**Interview Date:** W/C, Monday 5<sup>th</sup> September 2022

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## *Working Together, Transforming Lives*

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

## Job Description

**POST TITLE: FINANCE ASSISTANT–PURCHASE LEDGER**

**GRADE: Grade 7**

**RESPONSIBLE TO: Finance Processing Centre Manager**

### JOB PURPOSE

The post holder will work under the direct supervision of the Finance Processing Centre Manager processing expenditure onto the Trust's finance software, ensuring that the accounting records are accurate, and providing effective financial support with for the purchasing function.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

- Monitoring of Finance Team Helpdesk; dealing with all queries and assigning requests to members of the whole Finance team to ensure that these are all dealt with promptly and professionally and that an efficient and effective service is provided to all the Trust's stakeholders
- Reconciling credit card statements and posting transactions onto the accounting system, ensuring appropriate authorisation
- Reconciling Supplier Statements
- Proactively managing their own work load and seeking solutions to everyday problems.

- Ensuring VAT is correctly accounted for on all transactions, giving regard to the Trust's Academy status, and ensuring all appropriate documentation is correct for VAT reclaim purposes
- Processing Purchase ledger invoices with responsibility for selected academies.
- Assist in dealing with general enquiries to the Finance office
- Be aware of coding structures and be vigilant for inconsistent usage of nominal or other codes reporting uncertain instances to the Finance Reporting and Compliance Manager.
- Provide general administrative support e.g. photocopying, filing, faxing, complete standard forms and respond to routine correspondence
- Filing and storing documentation including annual archive and purging.
- Other duties as requested by Finance Processing Centre Manager. This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community.
- We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Person Specification – Finance Assistant - Purchasing	Essential	Desirable
<b>Qualifications and Training</b>		
Relevant accounting or finance qualification e.g. AAT, ACCA, CIPFA, ICAEW		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
<b>Skills and Knowledge</b>		
Strong working knowledge of Microsoft Office packages. Excellent user of Excel.	*	
Strong accounting knowledge and understanding legislation and standards.		*
Understanding of good practice controls within the finance area.	*	
An eye for detail being able to analyse financial data, identify areas where errors may have been made.	*	
An ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key routine tasks are achieved within specified deadlines and financial control cycles.	*	
<b>Experience</b>		
Previous experience of working in accounts, processing supplier invoices.	*	
Previous experience of large volumes of transaction processing	*	
Experience of using computerised accounting packages.	*	
<b>Personal Qualities</b>		
Ability to work flexibly and take on and change responsibilities and task to meet the ever changing needs of the Trust.	*	
Possess excellent organisational and communication skills and relate well with a wide range of audiences, demonstrating an enthusiasm for working in an Academy and with young people.	*	
Be honest and fair when dealing with students and staff.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school.	*	
Enhanced DBS check to be undertaken on appointment.	*	