



Job Pack

Finance Apprentice

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July 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust.

The SEARCH Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our intent is to grow strong, sustainable and successful school communities which: **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning; **Empower** young people to be entrepreneurial and creative leaders of the future; **Aspire** for young people to discover how they can be the best they can be; **Reach** out to everyone, celebrate diversity, and leave no one behind; **Collaborate** to develop a community of shared practice and effective partnerships for school improvement; **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

We call this our SEARCH Vision and these values and ideals, which are at the heart of our community, provide a space within the wider education system where schools can come to work together, to grow and flourish. We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We also work by our SEARCH principles. We work **for Children and for Schools** and we run on the principle of **by Schools for Schools** listening to the needs of each local school and its leadership in order to create excellent educational provision and **success for all**. The key principles are: **Subsidiarity** – the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability; **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity; **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose; **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better; **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all; **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

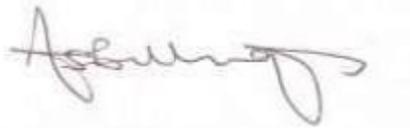
Together our SEARCH Vision and Principles enable us to focus on what really matters, that is continual school improvement, which is achieved through nurturing effective partnerships, school-to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development. All our Trust Services are directed toward helping our schools to give our young people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the intent, vision and principles of our Trust. We have built the capacity and space for everyone to thrive – our children, our staff and our schools.

This is an exciting time to join our trust as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be. We look forward to receiving your application.

Yours Faithfully



Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Office

Job description

Post	Finance Apprentice
Grade	£15000
Contract	18 Months
Hours	36 hours a week x 52 weeks
Responsible to	Finance Director

Purpose

SEARCH Education Trust is seeking an enthusiastic finance apprentice to join a dynamic and pro-active finance Team. You will be supporting the Finance Team in the running of the Finance Services for the Trust. The Finance Apprentice is expected to assist in the day to day running of the School's Finance process and systems, including invoice/data entry.

Principal Accountabilities

Main Activities and Responsibilities

- Maintain paperwork/records and computer systems efficiently and accurately;
- Drafting letters and other external correspondence;
- Maintenance of the Finance inbox including replying to correspondence;
- Setting up meetings and welcoming visitors;
- Filing, photocopying, shredding, scanning, banking, dealing with the incoming and outgoing post, and other general admin functions;
- Assist in updating policies and the staff; and
- Taking notes at meetings.
- Carry out duties as directed;
- Gain a working knowledge of ParentPay, PS Financials and especially PS Purchasing (finance and purchasing systems);
- Assist the team with ad hoc projects and duties as required;
- Maintain an awareness of Finance best practice at all times; and
- Maintain absolute confidentiality.

Please note:

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the Trust. It does not form part of the terms and conditions of employment.

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and

- Contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in
- The Statement of Conditions of Employment. The duties of this post may vary from time to
- Time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of
- The Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed :

Signature of postholder:

Name of postholder:

Person specification

	Essential	Desirable
Qualifications		
GCSE Maths and English at Grade C (or equivalent) Strong interest in matters of Finance	✓	
Prior experience in a Finance Role		✓
Knowledge, Skills and Experience		
Microsoft Office Experience	✓	
Working in education or customer service environment		✓
A commitment to continuous improvement and professional development	✓	
Support and Cooperation		
Personal		
Positive and friendly	✓	
Demonstrate a logical approach to problem solving	✓	
Solid communication skills	✓	
Be a strong team player	✓	
IT Skills		
Microsoft Office experience	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	

SEARCH Education Trust is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirement of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Finance Apprentice

Contract Type: Full time / 36 hours per week, 52 weeks for **18 months**

Post Tenable: August 2023

Salary: £15,000 - Successful candidates who are 19 or over, and have completed the first year of their current apprenticeship will be entitled to be paid at the minimum wage for their age.

Closing date for applications: Monday 24th July 2023 at 9am

Interview date: Interviews to be held week commencing 24th July 2023

Strong, Sustainable, Successful schools

About the role

SEARCH Education Trust is seeking an enthusiastic Finance Apprentice who can provide high-quality support to the Trust's dynamic and proactive Finance team. The Finance Apprentice will be supporting the Finance Team in the running of the Finance Services for the Trust. The Finance Apprentice is expected to assist in the day to day running of the School's Finance process and systems, including invoice/data entry.

About us

SEARCH Education Trust was established in May 2013 as Heartlands Community Trust when Heartlands High School converted into an academy. In July 2021 we adopted SEARCH Education Trust as our name, and developed our vision and principles which celebrate our origins whilst opening up a shared space for other schools or Trusts to join us in co-creating a bright and supportive future together in the contemporary educational landscape where all schools are being encouraged to join together in the pursuit of excellence. The Trust has two schools - Heartlands High School is over subscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. The Grove School, a very successful all through academy, which caters for the needs of learners with autism and maintains strong links with main-stream provision in the Trust.

We have a commitment to developing schools with a strong ethos, outstanding achievement, high-quality teaching and learning, and by creating exciting partnerships.

We offer great training and development opportunities to all of our staff, plus excellent benefits and career advancement opportunities within this evolving Trust.

Full support will be given to complete the Assistant Accountant (AAT) Level 3 apprenticeship programme.

If this role is of interest to you and you can contribute to our future success, an application pack is available on our website via TES. Should you require any other details please contact: hr@searcheducationtrust.com

For more information visit: <https://searcheducationtrust.com/> and information for Prospective staff

Completed application forms must be submitted via [TES](#) by 9am on Monday 24th July 2023. Interview's to be held in the same week.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.