

# Beyond

SCHOOLS TRUST

## FINANCE ASSISTANT Candidate Application Pack



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## Welcome from our Chief Executive Officer

Thank you for your interest in the role of **Finance Assistant** working with the Trust's Central Team.

The Beyond Schools Trust 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 Southeast 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.



Andrew Minchin  
Chief Executive Officer

We have a strong belief in the value of lifelong learning. Our Trust 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.

# 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 can be. We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



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## Our Schools

### Fort Pitt Grammar School



Fort Pitt is full of history. The school- site, looks down over the surrounding area over the River Medway. The original building on the site was completed in 1815 when is housed a fort then converting to a military hospital. There is still evidence of this period in the school, which is called the Crimea wing, and in 1860 Florence Nightingale chose the site to house a temporary new

medical school. Building work was required 1973 due to a school fire that destroyed the hall, dining room, classrooms, staff room and head teacher's office. The school has continued to expand and in 2018 completed construction of a new dedicated two- story science building with 9 dedicated classrooms having state-of-the-art equipment and resources. Fort Pitt site is presently undergoing significant capital investment and is in process of changes to a co-educational facility.

### Balfour Junior School



The school is a community Junior co-educational school catering for 480 pupils of 7-11 years of age. It is housed in a one-storey building, close to the town centre. It has 17 fully equipped teaching classrooms with attached activity areas, an ICT suite and library. The site also has the benefit of extensive grounds.

## Phoenix Primary School



The school has 14 enlarged self-contained classrooms – each with up-to-date technology including: touch screen whiteboard. There is an Art and Design Technology room, ICT Suite, 3 dedicated library areas. The main hall is used for Assemblies and PE.

In the playground a quiet area has been prepared with artificial grass and picnic tables. There is a fenced in area with play equipment. Separate EYFS play area and KS1 play area. An off-site field and an all-weather sports pitch on site. There is also a garden, where the pupil's plants and grow their own produce.

## The Thomas Aveling School

The Thomas Aveling School is one of seven secondary-modern schools in the Medway area. The school merged with another local Academy Trust and are now one of 5 schools in the Beyond Schools Trust.

This provides all staff with additional opportunities to mix with colleagues from other schools and take part in cross-Trust initiatives – providing an extra dimension to development. Facilities on site are also open for community use and include Sports Hall, Gym, All-Weather Astro Pitch (International Hockey standard), Multi-Play (Floodlit) Football Pitches, Performing Arts Centre incorporating Drama and Dance Facilities, Recording Studio, Conference room, The School Hall (with stage and lighting) Teaching rooms, 6th Form and Diploma Centre.



The site has recently benefitted from the development of a new teaching block enhancement to the sports hall and an extensive MUGA over its tennis and five a side facility.

## The Robert Napier School

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011.



The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit. Robert Napier is presently under review for major capital works to improve and enhance site facilities.

## Job Description – Finance Assistant

<b>Reporting to:</b>	Senior Finance Assistant
<b>Salary:</b>	Trust salary scale points 4-11
<b>Location:</b>	Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ

### Job Purpose:

The post holder will undertake responsibilities as a member of the Central Finance Team to provide efficient and effective financial support required to meet the Trust's core financial responsibilities. They will be responsible for ensuring the day-to-day processes are managed in an accurate and timely manner.

The duties set out in the job description are common to all elements of financial administration and to ensure familiarity with all aspects you will be directed to rotate through the different areas as part of your duties.

### Duties & Responsibilities

#### Financial Management

- Provide high quality financial administrative support to the Trust's Central Finance Team under the direction of the Senior Finance Assistant.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Input standard information into the Trust's financial system, PS Financials (PSF), in accordance with the Trust's financial procedures.
- Deal with all incoming post and process accordingly whilst bringing to the attention of the Senior Finance Assistant/ Financial Controller any items of importance.
- Review all emails sent to the finance office daily and action all relevant requests for information/queries & download invoices & statements to be processed
- Process purchase requisitions/orders on PSF for appropriate resources and services received from Budget Holders checking correct coding has been applied and evidence of best value has been supplied where necessary.
- Place orders with suppliers online or by email as appropriate in accordance with the requisitions raised by the Budget Holders
- Process invoices on PSF ensuring the invoices are checked against the original purchase order, that items have been 'Goods Received' by the school, and they are passed for payment in accordance with the terms specified by the supplier.
- Deal with queries from suppliers, customers, school staff and other parties as is necessary in a professional and efficient manner.
- Regularly undertake checks on outstanding open orders and chase outstanding invoices if required
- Regularly review and reconcile creditor statements
- Post journals as required (including payroll, repro recharges and voluntary fund movements)
- Process petty cash transactions and keep appropriate records.
- Process student bursary orders/payments and maintain reconciliation spreadsheet of individual expenditure

- Process staff reimbursements
- Process credit card purchases and payments and undertake statement reconciliations.
- Undertake bank reconciliations of the Voluntary Fund accounts and reconcile VF position monthly where required
- Maintain filing of financial information including scanning of invoices and associated documents and attaching to transactions within PSF.
- Assist with all audit visits and ensure all data and record keeping are kept up to date

## Other Duties

### Contribute to the Trust's culture and development by:

- Ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Attend any meetings when requested.
- Supporting the Deputy Finance Director in their plans to rotate duties to ensure that delegation/segregation of duties is clearly implemented.
- Share good financial practice across the Trust and within the Schools.
- Take responsibility for your own well-being.
- Participate in appropriate induction programmes to support new staff into finance and provide support for those members of staff who are new to a Trust environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in the appraisal process and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

### Generic duties relevant to all members of staff

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, CEO or Director of Finance. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**

## Person Specification

Requirement	Essential or Desirable
<b>General Requirements</b>	
Good general education	Essential
Good ICT skills	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
<b>Post Specific Requirements</b>	
Accounting qualification (minimum Technician level)	Desirable
Knowledge/experience of working within an Educational environment	Desirable
Experience of working in a Financial Environment	Essential
Good working knowledge of IT software packages and good understanding of creating/using Excel spreadsheets	Essential
Experience of processing Financial transactions & administration	Essential

**Beyond Schools Trust** is committed to safeguarding and protecting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

## Summary of Terms & Conditions

<b>Start date:</b>	4 <sup>th</sup> September 2023
<b>Contract Type:</b>	Full-time Permanent
<b>Place of Work:</b>	Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ
<b>Hours &amp; days of work:</b>	37 hours per week, Monday - Friday all year round. Monday-Friday 08:00-16:00 includes a 30-minute unpaid lunch break.
<b>Salary:</b>	Trust scale point 4-11 £21,189 - £24,054
<b>Holiday:</b>	Entitlement of <b>25</b> days annual leave rising to <b>29</b> days after five years of service – this, together with bank holidays.
<b>Induction Period:</b>	This post has a 6-month induction period.
<b>Pension:</b>	Membership of the Local Government Pension for support staff
<b>Notice period:</b>	One month
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability

## Benefits

### Benenden Healthcare:

Non- contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

### Continuing Professional Development

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

*“It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment”*

*“The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed”.*

*“I have learned so much during these workshops and I am extremely grateful for them”*

*“Learning the skills to become an effective leader for when I become a middle leader”*

*“I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals”.*

### Staff Wellbeing:

Whole Trust approach to well-being.

### Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2023 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £16,500	5.5%
£16,501 to £25,900	5.8%
£25,901 to £42,100	6.5%
£42,101 to £53,300	6.8%
£53,301 to £74,700	8.5%
£74,701 to £105,900	9.9%
£105,901 to £124,800	10.5%
£124,801 to £187,200	11.4%
£187,201 and above	12.5%

**Employee Referral Scheme:** Up to £500 payable for a new employee referral across the Trust

**Family Friendly Policies:** The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

**Cycle Scheme:** The Trust is a member of the Cycle to Work Scheme.

**Car Parking:** Free onsite parking (we are in a ULEZ free zone)

**Catering:** On site catering at affordable prices

**Employee Discounts Schemes:** 20% discount off membership for Avenue Tennis [Medway Gym & Fitness Centre | Avenue Tennis](#)

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free annual subscription to Headspace.

## The Recruitment Process

**Closing date:** Wednesday 26<sup>th</sup> July at 9am

**Interview date:** Monday 31<sup>st</sup> July 2023

***We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the Trust's website - [Our Vacancies | Beyond Schools Trust](#) Completed application forms should be returned by the closing date to [careers@beyondschools.co.uk](mailto:careers@beyondschools.co.uk).

If you wish to discuss the role, please contact [Lisa Tarry](#) via email at [ltarry@beyondschools.co.uk](mailto:ltarry@beyondschools.co.uk)

**The application form:** Please complete the application form as fully 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 or had a period of unemployment, please state this.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. 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. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.

**Cover letter:** A cover letter can be provided, though not essential. Do keep to a maximum of one page.

**Supporting Statement:**

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.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Additional skills:**

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

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available on [Our Vacancies | Beyond Schools Trust](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication of discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.

## 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.

## Finance Assistant



<b>Salary:</b>	Trust salary, points 4-11 £21,189-£24,054 Full-time
<b>Start date:</b>	4 <sup>th</sup> September 2023
<b>Hours:</b>	37 hours per week – all year round
<b>Location:</b>	Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ
<b>Closing date:</b>	Wednesday 26 <sup>th</sup> July 2023 at 9am
<b>Interview date:</b>	Monday 31 <sup>st</sup> July 2023

The Beyond Schools Trust is a multi-academy trust based in Medway, which presently consists of three secondary schools, one primary and one junior school. We are a growing, multi-academy trust within the educational sector with approximately 550 employees across the five sites.

We are looking to recruit a permanent Finance Assistant to join our Central Trust team to support the growing demands of the central finance function. You will be a highly organised individual with excellent communication skills, attention to detail and a commitment to meeting deadlines. You will have strong IT skills to include MS Excel, Word & Outlook. Experience of using PS Financials would be advantageous. Ideally you will have two years' experience working in a finance role, and preferably with experience in order & invoice processing and reconciliations.

This is a great opportunity for an individual looking to develop their career with a role that offers real ownership whilst remaining in a collaborative environment.

### **In return, we will offer you:-**

- A supportive induction programme
- A happy and caring community
- A Healthy Work-Life Balance and a committed Leadership Team
- Private health care cover by Benenden
- 25 days annual leave increasing after 5 years of service
- Membership of the Local Government Pension Scheme
- Cycle to work scheme

Please visit [Our Vacancies | Beyond Schools Trust](#) for a full job description and application form. Completed application forms should be returned by the closing date to [careers@beyondschools.co.uk](mailto:careers@beyondschools.co.uk)

Visits to the Trust are strongly encouraged. For further information and to arrange a visit, please contact [Lisa Tarry](#) via email [ltarry@beyondschools.co.uk](mailto:ltarry@beyondschools.co.uk)

***We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications.***

### **Safeguarding commitment**

Beyond Schools Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

### Equality & 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 under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.

## Our Location

**Beyond Schools Trust**  
**Fort Pitt Grammar School**  
**Fort Pitt Hill**  
**Chatham**  
**Kent**  
**ME4 6TJ**

**Tel: 01634 888115**

[www.beyondschools.co.uk](http://www.beyondschools.co.uk)

What three words - <https://w3w.co/maps.onion.cowboy>

