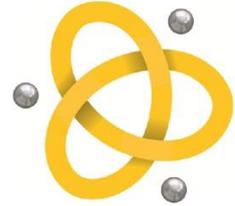


# Clevedon Learning Trust

Valley Road | Clevedon  
North Somerset | BS21 6AH  
01275 876744  
office@clevedonlearningtrust.org.uk  
www.clevedonlearningtrust.org.uk

CEO: John Wells



*The Clevedon Learning Trust (CLT) was launched on 1st January 2015. The CLT is currently formed of eleven schools in two geographical areas; one secondary and five primary schools in Clevedon and five primary schools in Bridgwater. We also have an Academy Order for a secondary school in Bridgwater making a total of twelve schools for the CLT by the end of this academic year. The CLT brings with it a new, innovative and student focussed approach to education within local communities. The CLT will provide high quality education and experiences for children and families. We will achieve this through our formal school partnership, using the most effective teaching and learning strategies, the best resources and facilities and the clearest progression routes for our children from the age of 0 to 18.*

## Finance Officer

### Permanent position

**37 hours per week, Term Time only + 2 weeks**

**JM1 from £31,371 - £33,798 (all year round)**

An exciting opportunity has arisen for a Finance Officer at Clevedon Learning Trust. There are two key elements to this role, the first is to support Clevedon School with their financial controls, budgetary control procedures and elements of administrative human resources. This will require effective organised working relationships with a number of key contacts within the school. Secondly this role will be working as part of the CLT Finance Team assisting with regular monthly reporting requirements and ensuring data is consistently managed and reported throughout the Trust. This role will actively liaise with all schools in the Trust, which covers North Somerset and Somerset.

### We Offer:

- A Trust committed to excellence that values students and staff.
- A Trust committed to utilising resources where the needs are greatest.
- A Trust committed to professional development for all staff through the Learning Hub.

### You Offer:

- Successful leadership and management experience in a school or a relevant field outside education.
- Expert knowledge of financial management and budgeting software
- Experience of Data Protection practices
- Previous use of SIMS
- Excellent attention to detail
- High level of confidentiality
- Ability to prioritise and multi-task
- Ability to work under pressure
- Excellent communication skills
- Ability to work independently and autonomously with minimal supervision
- Commitment to be part of an innovative and forward-thinking Trust.

To discuss this opportunity further or to arrange a visit please contact Matthew Pinnock on 01275 337413

To apply please complete the application form and return to [hr@clevedonlearningtrust.org.uk](mailto:hr@clevedonlearningtrust.org.uk)

**CLOSING DATE FOR APPLICATIONS: Wednesday 4<sup>th</sup> September 2019 at 1200**

Interviews will be held week commencing 9<sup>th</sup> September 2019

**"Clevedon Learning Trust appoints high quality staff who make a positive difference to student experiences."**

*Clevedon Learning Trust is committed to safeguarding and all applicants will be vetted through DBS checks.*