



ENDEAVOUR
LEARNING TRUST

Finance Apprentice



Dear Applicant,

Thank you for your interest in the position of Finance Apprentice at Endeavour Learning Trust.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and five primary schools formally in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', is positioned above the printed name of David Clayton.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**BURSCOUGH
PRIORY ACADEMY**



**BRINDLE GREGSON
LANE PRIMARY**



**CHURCHTOWN
PRIMARY SCHOOL**



**NORTHBROOK
PRIMARY ACADEMY**



**TARLETON
ACADEMY**



**LINAKER PRIMARY
SCHOOL**



**STRIKE LANE
PRIMARY SCHOOL**



**WELLFIELD
ACADEMY**



**ORMSKIRK
SCHOOL**

Job Title: Finance Apprentice
Location: Central Office, Buckshaw House, Euxton Lane, Euxton Chorley PR7 6TB
Contract: Full time, Fixed term
Salary: £14,566 - £23,556 per annum (Dependant on age and qualification)
Annual leave: 26 days PLUS bank holidays

Are you looking to start a successful career in finance, where you can earn while you learn and make a real difference in the education sector?

This is an exciting opportunity to join a dedicated and professional team at Endeavour Learning Trust, where we are committed to maximising resources to provide the best possible education for our pupils. As a Finance Apprentice, you will play an important role in supporting the financial operations of the Trust, gaining valuable experience while working towards a recognised finance qualification.

Apprenticeships are funded work-based training programmes and you will receive training to work towards a nationally recognised qualification. The Apprenticeship will be a combination of training on-the-job and external training with the chosen provider. Based at the Trust's Central Team and working closely with our experienced finance professionals, you will contribute to the smooth running of finance processes across all schools in the Trust. You will assist with a variety of tasks including processing invoices, reconciling accounts and maintaining financial records. You may also have the opportunity to visit other schools within the Trust to gain insight into school-based financial administration.

We are looking for a positive, enthusiastic, and highly motivated individual with a keen interest in developing a career in finance. You will be reliable and well-organised, with excellent attention to detail and strong communication skills. Above all, you will be eager to learn, open to feedback, and committed to delivering a high standard of service.

If you are excited by the opportunity to make a meaningful contribution behind the scenes—while gaining valuable qualifications and experience—we would love to hear from you.

Why join us?

- ✓ A truly supportive and encouraging team of dedicated staff and a People Strategy that focuses on realising our colleague's potential and being an 'employer of choice'
- ✓ A comprehensive CPD offer for all our colleagues to really support your professional development
- ✓ Access to a brilliant Learning Management System and flexibility around CPD to allow you to learn at your own pace
- ✓ Access to the Local Government Pension Scheme
- ✓ Free on-site parking
- ✓ 24/7 access to an exceptional employee wellbeing package offering counselling, physiotherapy, private GP services and much more
- ✓ Access to employee benefits, lifestyle savings, a cycle to work scheme, the Blue Light Card with thousands of discounts and savings on big brands!

This position is full time and fixed term for 18 months, working 37 hours per week Monday to Friday between the hours of 8am to 5pm. Some working from home is available.

This is an apprenticeship position and the successful candidate will be supported through an accounting course appropriate to their prior experience and qualifications. It is hoped that successful completion of the apprenticeship will lead to a permanent position, but this is not guaranteed.

To apply, please complete our application form in full and in addition, please outline any relevant experience and personal qualities you would bring to Endeavour Learning Trust

Applications must be submitted by 9am on Tuesday 26th August 2025

Interviews are to be held on Thursday 28th August 2025

If you require any further information about this role please contact our Central HR Team at vacancies@endeavourlearning.org or on 01772 817904

JOB DESCRIPTION

Job Description

To effectively and efficiently process financial transactions and finance related enquiries for internal and external clients with all due care and professionalism.



Finance Apprentice

Core Responsibilities & Tasks:

- To maintain the effective and efficient operation of the purchase ledger system via timely and accurate processing of invoices
- Reconciliation of supplier statements to purchase ledger
- Post orders and goods received notes on an adhoc basis as directed
- Reconcile and process monthly Trust charge cards statements
- Reconcile and process monthly Trust pre-loaded card statements
- Process BACS runs to ensure timely payment of purchase invoices
- Maintenance of manual and computerised records
- Supporting with ad hoc financial tasks, as directed by Head of Financial Reporting
- To work within Trust policies and procedures.
- To support the promotion of positive relationships with all stakeholders.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

PERSON SPECIFICATION

	KEY CRITERIA	Essential (E) or Desirable (D)
QUALIFICATIONS	5 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5	E
	2 A Levels Grade A-C (or equivalent Level 3 qualification)	E
EXPERIENCE AND KNOWLEDGE	Experience of a busy working environment	D
SKILLS AND ATTRIBUTES	Demonstrate that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E
	Competently and confidently use ICT and MS Office Software, with skills in Excel	E
	Demonstrate good numerical ability	E
	Demonstrate knowledge of accounting procedures	D
	Ability to work accurately and methodically.	E
PROFESSIONAL AND PERSONAL ATTRIBUTES	Excellent time management, motivational and organisation skills with the ability to effectively prioritise their workload to deadlines.	E
	A calm and organised nature, with the ability work professionally under pressure	E
	The ability to communicate confidently and effectively, in varied situations, using a range of methods	E
	The ability to respond effectively to challenges	E
	A flexible approach to working practices	E
	High expectations of self and professional standards	E
	The ability to work as both part of a team and independently	E
	The ability to maintain successful working relationships with other colleagues	E
Commitment to promoting best practice in safeguarding and the welfare of young people	E	
OTHER	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the document 'Guidance for safer working practice for those working with children and young people in education settings' & Guidance for Conduct	E
	Ability and willingness to travel to alternative sites	E

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