



# Nexus Education Schools Trust

## Central Team

### Finance Assistant

### Recruitment Pack – October 2024



# Job Advert

## Nexus Education Schools Trust

NEST are recruiting a **Finance Assistant** to provide financial support to schools within the Trust.

<b>Salary</b>	Commensurate with experience S5 – S6 (£28,125 - £30,630)
<b>Location</b>	NEST Central Office, Brackley Road, Beckenham BR3 1RF
<b>Hours</b>	Permanent, full-time, 36 hours a week - 52 weeks per year
<b>Reports to</b>	Accounts Payable Manager
<b>Start Date</b>	To start immediately or at the earliest possible opportunity
<b>Closing Date</b>	Wednesday 20 <sup>th</sup> November 2024 – 12pm
<b>Interview Date</b>	Tuesday 26 <sup>th</sup> November 2024 <i><b>We retain the right to conduct interviews and make an early appointment if a suitable candidate is identified.</b></i>

**Nexus Education School Trust Central Office** is located in an attractive, spacious setting at Nexus Education School Trust Central Office based at Worsley Bridge Primary School in Beckenham. We are within walking distance of two train stations, and there is free parking in adjacent streets.

NEST is a growing Multi Academy Trust, presently with 20 primary schools across Bromley, Southwark, Lewisham and Kent. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. We partner with several multi academies and maintained groups of schools. NEST are accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich. Our schools currently include:

### Beckenham/Bromley

Alexandra Infant School  
Alexandra Junior School  
Balgowan Primary School  
Bickley Primary School  
Highfield Infants' School  
Highfield Junior School  
Pickhurst Infant Academy  
Worsley Bridge Primary School  
NEST Nurseries

### Orpington/Kent

Farnborough Primary School  
Manor Oak Primary School  
Marjorie McClure School  
Perry Hall Primary School  
Joydens Wood Infant School  
Joydens Wood Junior School

### Thames South Teaching School Hub

### Lewisham/Southwark

Childeric Primary School  
Goose Green Primary School  
John Donne Primary School  
John Keats Primary School  
Dog Kennel Hill Primary School  
Rotherhithe Primary School

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

### We can offer successful candidates:

- Opportunities for continuing professional development
- Strong school partnerships
- Happy, supportive and motivated team

- Appropriate resources, environment and support
- Innovative and collaborative organisation
- Annual leave entitlement is dependent on scale and point on appointment
- Staff benefits including cycle to work scheme

More information about the ethos, mission and values of NEST can be found on our website at [www.nestschools.org](http://www.nestschools.org).

Applications should be emailed to **recruitment@nestschools.org** no later than **midday on 20<sup>th</sup> November 2024**. We reserve the right to interview suitable candidates prior to the closing date.

## Welcome to NEST

We are looking for a Finance Assistant to join the Trust's central finance team, which is a happy, inclusive and hardworking team based at Worsley Bridge Primary School. The wider NEST finance team currently comprises over 20 staff, many of whom have progressed within their chosen roles.

Previous experience of working in a finance environment is desirable. NEST have a career pathway for finance staff and offer comprehensive training which can lead to formal qualifications in finance and accounts. Successful candidates who wish to develop their career may apply for apprenticeship training supported by NEST.

The role involves providing financial support to the central trust and partner schools, whilst ensuring that Trust financial processes and procedures are followed. The role will be line managed and supported by the Accounts Payable Manager.

As this role involves providing support to partner schools, the successful candidate may be required to travel to different school locations so access to their own vehicle is desirable.



# Job Description - Finance Assistant

## **Main purpose of the job:**

To provide financial support to the Central Team and partner schools, whilst ensuring that Trust financial processes and procedures are followed. The role will be line managed and supported by the Accounts Payable Manager.

## **Key responsibilities and tasks:**

### **Responsibilities**

- Ensure the timely and accurate processing of accounts payable and accounts receivable transactions for partner schools and the central trust.
- Support partner schools with financial queries, providing excellent customer service.
- Support with other related financial processes and ensure financial tasks are completed in a timely manner.
- Provide assistance and support to the Accounts Payable Manager where appropriate, including helping with queries, resolving issues, and contributing to process improvements.
- These duties may be amended from time to time by the line manager in consultation with the post holder.
- Any other duties commensurate with the grade as appropriate.

### **Communication**

- Handle email and telephone communications from internal and external sources.
- Manage enquiries and ensure the correct escalation of any issues.
- Communicate professionally with colleagues, external contacts and the wider NEST community.

### **Wider Professional Responsibilities**

- Attend meetings where appropriate.
- Comply with policies and procedures across NEST.
- Be aware of and support difference and ensure equal opportunities for all.
- Take responsibility for your own ongoing personal development and growth of expertise.
- Be a role model and encourage good relationships within teams and school communities.
- Work with colleagues to develop efficient and effective services.
- Undertaking other reasonable and appropriate tasks as required by the Trust.
- Flexible working approach to accommodate day to day operational matters.

### **Health and Safety:**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### **Continuing Professional Development:**

- Participate in the Performance Management Scheme.
- Undertake any professional development necessary as identified.

## **General**

### **Special Conditions of Service**

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

### **Policies and Procedures**

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

**Contacts and Relationships**

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

**Equalities**

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

**Additional points:**

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

**Data Protection**

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you.

## Person Specification - Finance Assistant

Knowledge/Qualifications and Experience	Essential	Desirable
Qualified to at 5 GCSE passed including English and Maths (Grade C or above) or equivalent Level 2 qualification	*	
Finance and accounting qualification to Level 4 or above		*
Proven experience in an accountancy or finance office		*
Experience providing excellent customer service	*	
Experience of working in an education setting		*
Experience is using accounting software		*
Full UK driving licence with access to own vehicle		*
Skills and abilities and professional attributes		
Awareness of key priorities for schools		*
Working knowledge of Office 365, Word, Powerpoint and excellent keyboard skills	*	
Strong knowledge of excel		*
Strong numerical skills and the ability to learn new financial software and booking systems	*	
Excellent organisational skills with the ability to prioritise workload and work to deadlines	*	
Excellent interpersonal and professional skills and proven ability to work and build good working relationships with the central finance team and senior leadership teams across our schools.	*	
Excellent spoken and written English	*	
Confidentiality and discretion in the handling of sensitive information, including understanding of GDPR requirements	*	
Awareness of and responsibility for health and safety requirements.	*	
Ability to be adaptable and resilient as required to meet the needs of the role.	*	
Ability and willingness to travel to partner schools to provide support for financial matters	*	
Commitment to own professional development and participation in the performance appraisal process.	*	
Demonstrate personal and professional integrity, including modelling values and vision	*	
Perceptive and sensitive to the needs of others and a good sense of humour	*	
Commitment to promote and support the aims and value partners of Nexus Education Schools Trust	*	

# Application Process

## Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

## Invite to Interview

After the closing date, short listing will be conducted by an interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

## Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

We will use a variety of assessment tools during the assessment process, these may include:

- group exercises
- written exercises
- job trials

## Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

**The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who



comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

### *Keeping Children Safe in Education (2023)*

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2023.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit [www.nestschools.org](http://www.nestschools.org) for the full policy.

## **Safer Recruitment & Pre-employment Checks**

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

Keeping Children Safe in Education, paragraph 220 introduces a new duty to consider 'carrying out an online search as part of their due diligence on the shortlisted candidates'. Please be advised that we will carry out online searches of all shortlisted candidates and may request details of any social media handles.

New employees will not commence work until all relevant checks have been completed.

### **Standard Checks**

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

## Enhanced Checks

We are 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 an enhanced DBS check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

## Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

## References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references or self-disclosure will be taken up at interview.