



**BROADMERE
PRIMARY**

BROADMERE PRIMARY ACADEMY

Finance Officer

Application pack



Welcome to **BROADMERE PRIMARY ACADEMY**

Thank you for expressing an interest in Broadmere Primary School where I am immensely proud to be the Headteacher.

Broadmere is a place where every child is valued, supported, and encouraged to thrive. We are proud to work in close partnership with New Monument Primary Academy, with both schools benefiting from the leadership of a single, experienced senior team. This collaboration strengthens our shared vision and ensures consistency in the high standards we set.

At Broadmere, you will find happy, engaged children who feel a true sense of belonging, whatever their background. Our passionate and committed staff work tirelessly to provide an exceptional education, nurturing each child's talents and helping them to reach their full potential. We believe in the power of effort, kindness, and ambition, and these values are woven into the fabric of our school.

As part of Bourne Education Trust (BET), Broadmere Primary Academy benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools... changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. Together we are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. We learn without borders and we are relentless in our efforts to support our pupils through new and innovative ways by embracing new technologies. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform – reimagining the future of education in our schools.

I hope this application pack will give you an insight into our organisation and I look forward to welcoming you when you visit.



K. Barham

Karen Barham
Headteacher

Why choose **BROADMERE PRIMARY ACADEMY** and **BET?**



✓ **GENEROUS WORKPLACE PENSION**

Teachers Pension Scheme for teaching colleagues (**Employer contribution 28.68%**)



✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



✓ **CPD & RECOGNITION POLICIES**

Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**

Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**

24/7 online GP , EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



✓ **FREE PARKING**

Free on-site parking is available at Broadmere Primary Academy





Job DESCRIPTION

ROLE INFORMATION

Job title: Finance Officer

Location: Woking, Surrey (Travel to New Monument Primary School is required)

Contract: Full time, permanent

Hours: 36 hours per week, 52 weeks per year. (Monday – Friday 8:00 am – 3:00 pm)

Salary: Support Staff (Fringe – Surrey) Pay Scale 6.2 (£27,582 pro rata – FTE £30,647)

Responsible to: School Business Manager and ultimately Headteacher

ROLE PURPOSE

In support of the School Business Manager, the Finance Officer will manage the day to day running of the finance systems and the financial administrative functions across two schools within the trust.



MAIN DUTIES AND RESPONSIBILITIES

- Ensure financial probity in all activities and support other staff to ensure that financial procedures are appropriately followed in relation to authorisation and approval
- Ensure the Bourne Education Trust Financial Management Manual is adhered to at all times
- Support the Business Manager with the preparation of year end documentation and in readiness for audits, with reports for the governing body and any other data or reporting requirements as requested by the Business Manager, SLT or the central BET Team
- Raise purchase orders and process invoices for payment
- Administer BACS runs and Faster Payments
- Ensure that all income is accurately accounted for, and receipts are issued for any cash
- Administer and reconcile the school's accounts on relevant software
- Contribute to the completion of the month end process, reconciling the bank accounts, running the trial balance and performing accounting checks in line with BET expectations and to BET deadlines
- Monitor expenditure and report any areas of risk to the Business Manager
- Manage the financial administration of school trips, workshops and other events, liaising with other colleagues as appropriate, on all aspects including accommodation, transport, checking terms and conditions and parent communication
- Liaise with parents about dinner money and trip payments, monitor income and advise the Business Manager of any debts or low contributions that may jeopardise trip viability
- Where requested by, and in consultation with, the Business Manager, implement debt management processes for parents, negotiating payment plans and, in exceptional circumstances, applying for court judgements

Office Team:

- As a member of the office team, you will be front of house which may require you to interact with parents, visitors, BET colleagues and external contractors, ensuring a warm welcome and strict compliance with safeguarding procedures
- Undertake general administrative duties as required
- Undertake any other duties of a similar level and responsibility as required and/or any other tasks as reasonably requested by Senior Leadership



Person SPECIFICATION

KEY SKILLS REQUIRED

- An awareness, understanding and commitment to the protection and safeguarding of children (E)
- Minimum 2 Years of finance work experience (E)
- Proven track record of continuous professional development (E)
- Ability to demonstrate good numeracy and literacy skills (E)
- Ability to evidence experience of prioritising, planning, organising, and meeting deadlines (E)
- Ability to demonstrate meticulous attention to detail, analytical skills and problem solving (E)
- Evidence of excellent interpersonal skills, and engagement with a range of stakeholders (E)
- Knowledge of school or schools' administrative and accounting systems, particularly PS Financials, Arbor, and Edupay (D)

PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **17th January 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Application PROCESS



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [**careers@bourne.education**](mailto:careers@bourne.education)



‘Thrive, Aspire and Achieve’



“I love this school because it allows you to have your separate opinions and the teachers help you a lot during the school day.”

Zakariya
Year 6 Pupil



BROADMERE PRIMARY

[Click to visit our website for more information](#)



Devonshire Avenue,
Sheerwater, Woking,
GU21 5QE

Bourne Education Trust

