

SESSET

Business Support Officer

CANDIDATE PACK 2025



About SESSET

Overview

South East Surrey Schools Education Trust (SESSET) was formed by the Governing Bodies of three secondary schools: The Ashcombe in Dorking, Therfield School in Leatherhead and Carrington School in Redhill. It became operational on 1 January 2017 and has its Registered Office at The Ashcombe School.

Ethos

Our pride in the unique, individual ethos of each of our schools and our commitment to common values rooted in inclusivity and collaboration are enhanced and strengthened through the delegated structure of this partnership.

Structure

Each of the three secondary schools is led by a Headteacher and supported by a Business Manager who are responsible for the school and its operations, accountable to the school Governing Body and ultimately the Trustees. There is extensive collaboration across and between Business Managers, the Finance and Estates teams and Headteachers to help maximise services, financial resources and delivery of education to the students across the schools.

The Trustees are extremely supportive and bring a range of relevant expertise and experience to SESSET. They have developed strong working relationships with the Headteachers and school Governing Bodies.

The three secondary schools are all sought after and offer a wide-ranging curriculum and extra-curricular opportunities with excellent links to their local communities.

A Message from the Executive Head

SESSET has been in operation for over seven years, and throughout that time there has been a steady development of the sharing and collaboration between the schools. Each of them contribute, and there have been visible benefits in, for example, the new build at Carrington and the new Drama Studio and Sports Hall at Therfield.

All the schools offer a warm and welcoming environment for students and staff, and that extends to the operation of SESSET as a whole and the links between the schools.

One of the distinctive features of SESSET is the level of delegation to each school, and the way that each Head is very clearly the Head of their school, responsible to its Governing Body.



My role is, whilst retaining overall accountability to the Trustees, to support and advise the Heads and other colleagues and ensure the effective running of SESSET. I am effectively supported in this by Michelle Boyce, the Chief Financial and Operations Officer, and the new BSO will be a key member of our team; we are very much looking forward to working with the successful candidate.

David Blow

A handwritten signature in black ink that reads "DJ Blow". The signature is written in a cursive style and is positioned on a light purple rectangular background.



Job Profile – Business Support Officer

Introduction

This is an exciting opportunity for a Business Support Officer to play a key role in this highly regarded multi-academy trust. SESSET is an established, stable and well managed multi-academy trust. It comprises three secondary schools: The Ashcombe in Dorking, Therfield School in Leatherhead and Carrington School in Redhill. SESSET was formed in 2017 in the spirit of collaboration and autonomy and has a very devolved Scheme of Delegation, with the Governing Body and Head of each of the three secondary schools being responsible for the running of their school. It currently operates with a very small central team of an Executive Headteacher, Chief Financial and Operations Officer (CFOO) and Business Support Officer (BSO). The Headteachers and Business Managers in the three schools work closely with the central team.

The Business Support Officer will play a crucial role in supporting the CFOO in managing the financial and operational services of South East Surrey Schools Education Trust. This is a central support role within the Trust, which comprises three schools who have their own business teams and delegated responsibility for managing their own finances and budgets. This position will involve a wide range of responsibilities, including financial management, reporting, compliance, governance, and administration. The role requires a highly organised, detail-oriented individual with strong financial expertise and the ability to work collaboratively with various stakeholders.

Contract

Flexible working will be considered with hours between 25 - 36 per week, 40-41 weeks per year (this could be term time only + 1-2 weeks in holidays or holidays in term time negotiable).

There is flexibility about where the role will be based.

Option to work from home one day per week negotiable.

Salary

SESSET 8 (£35,127 - £39,752) p.a. FTE (2024-25 figures)

Actual pro-rata £21,327 - £35,624 depending on hours per week, weeks per year and experience (for example: £21,327 p.a. – based on SES 8.1, 25 hpw, 40 wpy)

Responsible to: Chief Financial and Operations Officer

Who we are

- David Blow, Executive Headteacher, SESSET
- Michelle Boyce, CFOO, SESSET
- BSO, SESSET, to be appointed

Together they fulfil the statutory duties of a multi-academy trust.

Each of the three secondary schools is led by a Headteacher (Therfield School: James Malley, Carrington School: Kerry Oakley, Ashcombe School: Chris Panting) and supported by a Business Manager (Therfield School: Eleanor van Rooyen, Carrington School: TBC, Ashcombe School: Paula Stace) who are responsible for the school and its operations, accountable to the school governing body and ultimately the Trustees (Chair, Andrew Potterton and Vice Chair, Jayne Dickinson).

The Trustees are extremely supportive and bring a range of relevant expertise and experience to SESSET. They have developed strong working relationships with the Headteachers and school governing bodies.

What we offer

- Competitive salary
- Free parking
- Employee Assistance Programme
- Flexible working

What we are looking for

We are looking for a dedicated individual who:

- Possesses a passion for working in an education setting and demonstrates a strong commitment to our vision.
- Is highly motivated, proactive, and eager to learn, contributing actively to the Trust's success.
- Sees finance as an enabler rather than a constraint.
- Exhibits compelling personal qualities, enabling confident collaboration with senior colleagues, trustees, school finance teams, and external auditors.
- Has proven experience in finance management, with a strong understanding of budgeting, accounting principles, and financial reporting.
- Responds constructively and thoughtfully to challenges, demonstrating creative and innovative problem-solving abilities.
- Is analytical and detail-oriented, with strong literacy and numeracy skills.
- Has excellent organisational skills, is self-motivated and proactive.

Key Responsibilities – Business Support Officer

Finance, Reporting and Compliance

- Support School Business Teams in producing monthly management reports providing clear and accurate consolidated financial data for Trustees.
- Complete central transaction postings (including DfE funding and VAT returns) and conduct regular checks of financial activity including income classification and Related Party transactions.
- Carry out central processes at year-end and other relevant points in the year, including accounting year end rollover and fund balance transfers in the financial management system.
- Support the CFOO in creating reports for Trustee meetings, detailing the financial position of the Trust, budget monitoring information, and cash flow reporting.
- Support the CFOO in ensuring the Trust complies with legal obligations, adheres to regulations, and submits accurate reports to the Department for Education, Charities Commission, Companies House, and other relevant bodies, including the preparation of the Academies Accounts Return (AAR), Budget Forecast Return (BFR), and Land and Buildings Collection Tool (LBCT).
- Support the CFOO in ensuring the Trust's statutory annual report and accounts are prepared and submitted.
- Support and collaborate with the schools to prepare for external audits and internal scrutiny.
- Contribute to the Trust's risk management activities, including identifying strategic, operational and financial risks and identifying ways to mitigate them.

Governance

- Support the CFOO in ensuring governance tasks are carried out efficiently and to deadlines, including:
 - Preparing agendas and papers for Trust Board and Audit & Risk Committee meetings.
 - Clerking and minute taking at Audit & Risk Committee meetings (during school day) and Trust Board meetings (six evenings per year).
 - Managing Trustee and Member appointments and induction processes.
 - Maintaining Trust company registers and updating Companies House and Get Information About Schools (GIAS) records.
 - Managing the Trust website and ensuring content is up-to-date and compliant.
 - Obtaining Declarations of Interests for Trust personnel and maintaining the Trust Register of Business and Pecuniary Interests and Related Party List.

Administration

- Work with HR Teams to provide support, including maintaining the Trust's Skilled Worker Sponsor licence and annual requirement for Certificates of Sponsorship, and developing the use of the Apprenticeship Levy.
- Support the development and administration of the Trust's policies and procedures in accordance with the Academies Trust Handbook.
- Perform any other administrative duties as required by the CFOO.

Further Information

If you would like to know more about this role before applying, please contact Michelle Boyce, Chief Financial and Operations Officer boyce.michelle@sesset.org.uk or David Blow, Executive Headteacher, blow.david@sesset.org.uk We are happy to call you and answer any questions you may have.

How to Apply

Please go to TES and click the 'Quick apply' button on the vacancy to complete an application form.

The closing date for applications is **noon on Wednesday 26th March**
Candidates selected for interview will be informed by email.

We do not generally contact candidates who are not shortlisted. Whatever the outcome of your application we thank you for the interest you have shown and wish you well in your future career.

Safeguarding

SESSET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).

We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before interview. This processing of data will be conducted under the legal basis of Article 6e public task in line with guidance laid out in para 221 of Keeping Children in Safe in Education (KCSIE) 2023. Any data collected during this search will be retained in line with our retention schedule which is available on request.

We hope this has given you an understanding of the key values of SESSET and why we believe it offers a challenging and rewarding opportunity

The logo consists of the word "SESSET" in a bold, black, sans-serif font, centered within a white rounded rectangle with a thin blue border.

www.sesset.org.uk



www.ashcombe.surrey.sch.uk



www.carringtonschool.org



www.therfield.surrey.sch.uk

Person Specification

	Key Criteria	Essential/ Desirable
Knowledge, Education and Training	Evidence of Further or Higher Education	E
	Finance or Accounting qualification or significant experience, with strong literacy and numeracy skills	E
	Excellent IT literacy	E
	Working knowledge of finance processes, procedure and legislation	E
	Knowledge of the education funding, regulatory and legislative frameworks	D
Relevant Experience	Experience of financial management and processes	E
	Experience working with Excel and financial software	E
	Excellent organisational and planning skills	E
	Experience of preparing effective and meaningful reports for a range of stakeholders	D
	Experience of a school / education context	D
Aptitude and Skills	Approachable, positive and solution-focused	E
	Flexible, able to prioritise and manage time effectively and within deadlines	E
	Ability to analyse issues and to interpret complex information and to offer sound, reliable professional advice	E
	Ability to think creatively and analytically with imagination and vision	E
	Strong communication skills, establishing good working relationships with a wide range of people.	E