

## **Trust Finance Apprentice**

**Contract: Apprenticeship**

**Hours/working pattern: 37 hours, Full time**

**Location: Scalby School**

**Salary: National Apprentice Salary**

**Start Date: As Soon As Possible**

## **The Trust**

Coast and Vale Learning Trust is a growing family of schools located on the beautiful Yorkshire Coast. The trust was founded by Scalby Secondary School but has grown over the last few years to include Newby and Scalby Primary School, Friarage Primary School and Scarborough University Technical College (SUTC) in Scarborough and Lady Lumley's Secondary School in Pickering. Our ambition is to continue to welcome new schools into our trust where we can add capacity, resources, improvement and make sure all our young people have access to the very best education.

The aim of the trust is to serve all the education community along the North Yorkshire Coast and down the Vale of Pickering. We are committed to supporting all schools in becoming great schools, whether they are part of Coast and Vale Learning Trust or not. The learners of our community deserve the best education regardless of their background or location.

Choosing where to work and who to work for is one of the vitally important decisions in life. In choosing to work for Coast and Vale Learning Trust you would be joining a team of colleagues dedicated to transforming the lives of 3000 children and young people.

We have a simple vision in wanting our schools to be places 'where children and staff thrive'. Coast and Vale Learning Trust will work tirelessly to make this a reality.

## **The Trust Central Team**

The Trust Central Team works on behalf of the Trust Board to ensure that the Trust academies perform at the highest educational levels for both staff and students, while providing a safe environment, and adhering to statutory and legal requirements.

The Trust's Director of Learning oversees the educational provision which includes School Improvement Directors and the Scarborough Teaching Alliance.

The Trust's Chief Operating Officer oversees the non-educational side of the Trust with teams responsible for Finance, HR, Premises and IT.

## **Our Opportunity**

We are looking to appoint an astute and highly motivated Finance Apprentice to join our developing Finance team to assist the Finance Officer/Trust Financial Services Manager in the day to day operations of the department by providing a full range of finance administrative support to the Trust and its schools including purchase ledger, sales ledger and cashbook transactions.

### **You will:**

- Be prepared to study and complete AAT Level 3
- Have knowledge of administrative systems and IT packages, including Microsoft Office
- Have experience of working with spreadsheets
- Have organisational and time management skills
- Have the ability to work as part of a team
- Have the ability to manage an organised and effective record system
- Have attention to detail, neatness and accuracy
- Have Level 2 qualifications to evidence good literacy and numeracy skills

## **Working for Us**

As well as being committed to your ongoing development and training we also offer a range of employee benefits including a competitive salary, access to a government pension scheme, an employee assistance programme as well as a variety of retail discounts.

## **Application Process**

Please complete the Trust's application form which can be downloaded from NYCC jobs and email your completed form to **Helen Poole the Trust's Recruitment Partner** [helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk) Tel: 07890055186

Please contact us if you need an application form in a different format.

We do not accept CVs.

Closing date for receipt of applications: **Monday 27<sup>th</sup> June at 9am**

Interviews to be held on shortly after the interview date

If you would like to visit the school please contact Helen Poole via email [helen.poole@northyorks.gov.uk](mailto:helen.poole@northyorks.gov.uk) or call 07890055186.

*We reserve the right to close this vacancy should we receive an overwhelming response.*

We are committed to **safeguarding** and protecting the children and young people we work with and expect all our staff and volunteers to share this commitment. As such, all posts are subject to safer recruitment process, including an enhanced DBS check. We have a range of policies in place which promote safeguarding and safer working practice across our Schools.

We are an **equal opportunities** employer and welcome applications from all sections of the community regardless of age, gender, race, ethnicity, disability, sexual orientation, social background, religion or belief. We want to recruit the right people for the Trust, from the widest possible backgrounds, to make the most of each individual's different knowledge and experience.

Your **privacy** is important to us. By submitting your personal data or information to us, you agree this will be handled in accordance with the Trust's "Privacy Notice Recruitment" which can be found on our website.