



Application Pack for the position of Administration & Finance Apprentice

Willow Learning Trust

January 2025

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LETTER TO CANDIDATES

November 2024

Dear Candidate

Thank you for your interest in this exciting opportunity to join our Trust.

The Willow Learning Trust was established in 2017 and now comprises three schools in Sutton and Merton: Glenthorne High School, Aragon Primary School and Abbey Primary School, and an Outstanding SCITT (School Centered Initial Teacher Training), all of which share a set of core values. There is excellent partnership working between key Trustees, Governors and key staff in the Trust, Headteachers of all three schools support each other and work together in a spirit of collaboration.

The Trust can offer the successful candidate a range of benefits including opportunities: excellent professional development, discounted healthcare scheme, Electric car leasing and Cycle to Work Scheme, please see our Benefits flyer for further details. We maybe able to consider flexible working for the successful candidate.

Included within this pack are the Job Description, Person Specification and instructions on how to apply.

Once again, thank you for your inquiry for the appointment of Apprentice at the Willow Learning Trust; I look forward to receiving your application.

Kindest regards

Samantha Pennelli

HR Manager

Willow Learning Trust

JOB DESCRIPTION

Post:	Administration and Finance Apprentice
Responsible to:	Director of Finance/SCITT Business Manager
Grade:	Apprenticeship hourly rate
Hours:	30 hours per week, all year. 3 days SCITT, 2 days Finance Department

Purpose

To provide administrative support to the School Centred Initial Teacher Training (SCITT).
To support the Trust Finance team in managing Trust funds.

Duties and responsibilities:

SCITT Administration

1. To support the SCITT Manager with general administration.
2. Attend to SCITT enquiries from trainees, mentors (redirect if needed) and potential applicants.
3. Regularly check the info@ email address and redirect queries.
4. Provide admin support with facility preparation, preparation of materials (when required) and organisation of meetings.
5. Ensure rooms are set up and cleared for training sessions.
6. To provide administration support of Abyasa by collating reports and sharing with designated partners.
7. To provide administration support for Google Classroom, keeping it up-to-date including collation of surveys.
8. Support with marketing materials and display in the training rooms and online.
9. Support the writing and distribution of the weekly SCITT bulletin.
10. Support and collect survey data from trainees and partner schools using Google classroom.
11. Assist with house-keeping duties, including organising refreshments etc. for training and recruitment and selection days.
12. Meet applicants and visitors for SEP visits for primary and secondary.
13. Hold key application information in central systems for quick query access by management.
14. Meeting and greeting trainees and following up trainee concerns.
15. Checking Abyasa reports.
16. Administration and general duties including photocopying and organising resources for Professional Studies sessions.
17. Preparation for training & assessment days.
18. Process ARBOR and Sumup transactions onto financial software.

19. Complete and update childcare income spreadsheet for WLT.

SCITT Recruitment and Selection Processes

20. Responding to applicant enquiries via phone or email.

21. Collate documentation and outcomes following recruitment and selection days ensuring qualifications are checked and followed-up. Set-up and maintain trainee files.

Finance responsibilities

22. Process Requisitions received from Stakeholders onto Financial system for the Trust.

23. Prepare monthly reports for trips and ensuring that they are posted correctly to the system.

24. Ensure that SEN Funds have been claimed and submitted for the Trust.

25. Produce monthly departmental spends to stakeholders across the Trust.

26. Complete filing and email inbox for Trust Finance.

27. Maintenance of supplier contract database for the Trust.

28. Populate and update energy consumption spreadsheet for the Trust.

29. Process trip travel bookings for Glenthorne High School.

30. Provide appropriate support to Director of Finance as required.

All Staff

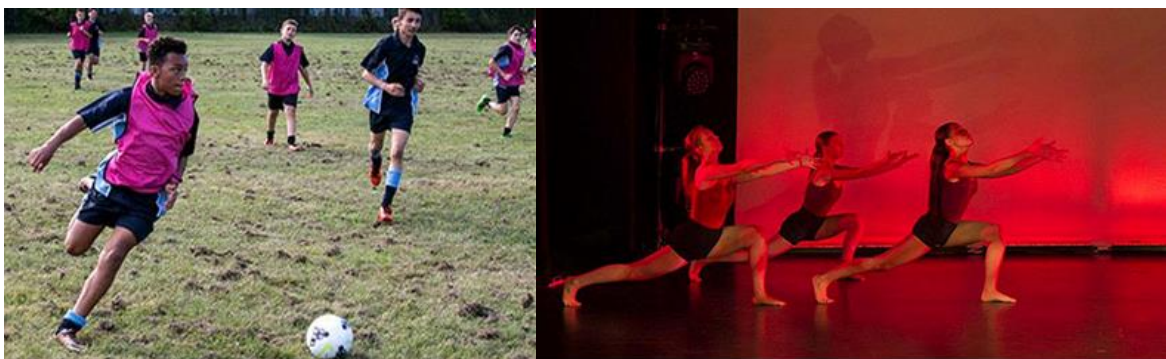
31. To work collaboratively within immediate team and the wider school community.

32. To be fully committed to the safeguarding and promotion of welfare for all young people.

33. To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.

34. Undertake any other duties, which may be reasonably regarded as within the nature and the responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The Willow Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from application forms. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable
Qualifications:	
GCSE or L2 in Math and English	E
A level in Math and/or English or related subject	D
Experience:	
Experience of working in a customer focused environment	D
Experience of office environment	D
Knowledge, Skills and Abilities:	
Confident in use of software packages including emails and Microsoft packages	E
Knowledge of effective marketing and display	E
Able to demonstrate honesty and integrity	E
Able to demonstrate enthusiasm and drive	E
Confident and able to communication effectively with all stakeholders	E
Ability to work as part of a team and organise/prioritise own workload	E
Able to adapt and be flexible to the requirements of the Trust schools	E
Excellent timekeeping and attendance	E
Attitudes	
Able to demonstrate a commitment to learning and problem solving	E

GUIDANCE TO APPLICANTS

Please read these carefully before making your application.

THE APPLICATION FORM

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs



you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

REFEREES

If you are offered the job, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you. We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances, you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

ONLINE CHECKS

We will undertake a number of online checks prior to confirmation of employment as a part of our pre-employment checks for the successful employee.

RELATIONSHIPS

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

INTERVIEWS

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview. At the interview, you will be asked questions related to your Personal Statement as well as issues relating to safeguarding and promoting the welfare of children. Any issues of concern arising from a reference will also be explored during the interview process.

COMPLAINTS

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

DATES FOR YOUR DIARY

The deadline for applications is **Midnight, Monday 2nd December 2024**





The Willow LEARNING TRUST KEY BENEFITS



PROFESSIONAL DEVELOPMENT

- Comprehensive programme of professional development for teaching and non-teaching staff
- A long and successful track record of supporting teachers from ITT, through ECT and into leadership roles
- Bespoke ECT programme
- Collaborative opportunities to work on innovation and in partnerships across the Trust
- Apprenticeships opportunities to support the development of staff new to role

WELLBEING

- 24/7 Employee assistance programme
- 50% discount on Benenden healthcare
- Opportunities for flexible working
- Hybrid working available for suitable posts
- PPA time that can be worked from home (Primary Schools only)
- Protected 'gained time' for planning (Secondary School)
- Wellbeing activities and initiatives suggested by staff



FINANCIAL

- National pay and conditions for teachers and support staff
- Golden Hello available for some teaching posts
- Recruitment and retention allowances
- Generous pension schemes
- Salary sacrifice schemes including: Cycle to work and Electric vehicles, legacy childcare vouchers
- Long service awards