

**Start your Journey in Finance: Join Us as
an Apprentice Finance Assistant.**

Nexus Education Schools Trust

Apprentice Finance Assistant Recruitment Pack



Nexus Education Schools Trust

Job Advert

Apprentice Finance Assistant - Start Your Career with Purpose

Are you ready to kick-start your career in finance while making a real difference in education? As an Apprentice Finance Assistant at Nexus Education Schools Trust (NEST), you'll play a key role in supporting the financial wellbeing of our schools - helping ensure that staff and pupils have the resources they need to thrive.

This is more than just an apprenticeship - it's a launchpad for your future.

What You'll Do

You'll gain hands-on experience working within our friendly and inclusive central finance team, based at Worsley Bridge Primary School. From day one, you'll be involved in maintaining accurate and efficient financial processes, supporting both the central Trust and our partner schools. Your attention to detail and commitment will help uphold a reliable financial system that underpins the success of our educational community. You will be line managed and supported by our experienced Accounts Payable Manager, ensuring you receive the guidance and mentorship needed to grow.

Key Responsibilities

- **Make a Difference** - Contribute to a team that supports the success and wellbeing of pupils and staff across our schools.
- **Learn and Grow** - Gain real-world experience and develop your skills in a supportive, hands-on environment.
- **Supportive Culture** - Join a collaborative team that values integrity, inclusion, and continuous improvement.

Salary	Apprentice Salary £23,000 - £24,000
Apprenticeship	You will be working towards a Level 3 Apprentice Assistant Accountant which can lead to the AAT Level 3 Diploma in Accounting qualification. The apprenticeship is a 15-21 month course and once completed is equivalent to 2 A levels. The apprenticeship is designed for entry level positions in Finance and will complement the work you will be undertaking as a Finance Assistant. Further details of the apprenticeship which is delivered by Apprentice Team Ltd can be found in the attached Apprenticeship Guide.
Location	Nexus Education Schools Trust Brackley Road Beckenham BR3 1RF www.nestschools.org
Hours	36 hours a week (Monday-Friday), 52 weeks per year
Start Date	At the earliest opportunity
Closing Date	Midday on Wednesday 25 June 2025 Email application forms to recruitment@nestschools.org We reserve the right to close the advert early if we receive sufficient applications.
Interviews	From 1 July 2025
Contact	If you would like further information on this role and are interested in applying, please contact Lexie Whiddett, Accounts Payable Manager at lwhiddett@nestschools.org or Tel: 020 8289 4767 x126

Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all-through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

"To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow"

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're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE
CEO
Nexus Education Schools Trust



Apprentice Finance Assistant - Job Description

Main Purpose of the Role:

As an Apprentice Finance Assistant at Nexus Education Schools Trust (NEST), you'll gain hands-on experience and professional training while supporting the financial operations that help our schools thrive.

In this role, you'll work closely with the Accounts Payable Manager and the wider finance team to assist with day-to-day financial tasks. From processing invoices and managing payments to maintaining accurate records, your work will contribute to the smooth and efficient running of our finance function.

You'll also collaborate with other departments, including Payroll and HR, to support timely financial reporting and ensure compliance with key deadlines. This is a fantastic opportunity to develop your skills in a supportive, inclusive environment where your growth is a priority.

Key Responsibilities

- Accurately and efficiently process accounts payable and receivable transactions for both partner schools and the Central Trust.
- Provide responsive and professional support to partner schools, addressing financial queries with a strong focus on customer service.
- Support a range of financial processes, ensuring all tasks are completed within required timeframes and to a high standard.
- Work closely with the Accounts Payable Manager, assisting with queries, resolving issues, and contributing to the continuous improvement of financial systems and procedures.
- Undertake additional duties as required by the line manager, in consultation with the post holder.
- Carry out any other responsibilities appropriate to the grade of the role.

Communication

- Manage incoming communications via email and telephone from both internal and external stakeholders.
- Respond to enquiries promptly and escalate issues appropriately to ensure timely resolution.
- Maintain professional and effective communication with colleagues, external partners, and the wider NEST community.

Standard Duties

- **Commitment to Diversity:** Show a commitment to diversity, equal opportunities, and anti-discriminatory practices.
- **Trust Ethos:** Contribute positively to the school's ethos and aims.
- **Professional Collaboration:** Support and appreciate the roles of other professionals.
- **Meetings and Reviews:** Attend and participate in relevant meetings, including annual pupil reviews.
- **Training and Development:** Engage in training and performance development activities.

Health and Safety

- **Personal Responsibility:** Be mindful of your own health, safety, and welfare, and that of others.
- **Collaboration:** Work with the employer on health, safety, and welfare matters.

Professional Development

- **Performance Management:** Participate in the Performance Management Scheme.
- **Growth:** Undertake necessary professional development.

Apprentice Finance Assistant - Job Description

Additional Points

- **Flexibility:** Be prepared to handle tasks not specified in the job description.
- **Policy Compliance:** Follow academy and Trust policies.
- **Reasonable Requests:** Comply with reasonable requests from managers.
- **Adjustments:** The Trust will make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- **Job Description Amendments:** Job description may be amended as needed, with discussions and resolution opportunities provided.

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. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all Trust policies and procedures relating to the management, teaching, and learning within the Trust's schools.

Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

Equalities

Actively enforce the Trust's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity, and respect for all individuals in every aspect of 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 are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

Apprentice Finance Assistant Person Specification

Essential Experience/Knowledge

- **Exceptional Written Communication:** Demonstrated ability to accurately and appropriately minute discussions, with sensitivity to the nature of the content.
- **Time Management and Organisational Skills:** Proven ability to manage time effectively and meet deadlines consistently.
- **Strong Verbal Communication:** Confidence and capability to contribute during meetings when procedurally appropriate.
- **High Level of Responsibility and Confidentiality:** Commitment to maintaining confidentiality and taking personal responsibility for tasks.
- **Record Keeping:** Excellent record-keeping skills.
- **Reliable:** Dependable and consistent in meeting deadlines and fulfilling responsibilities.
- **Adaptable:** Flexible and able to adjust to changing circumstances and requirements.
- **Team Oriented:** Works well with others, contributing positively to a team environment.
- **IT Proficiency:** Fully conversant with IT and MS Office products.

Desirable Experience/Knowledge

- **Tech-Savvy Expertise:** Demonstrated experience with Management Information Systems, driving efficiency and innovation.
- **Policy and Compliance Mastery:** Comprehensive understanding of relevant policies, codes of practice, and legislation, ensuring top-tier compliance and standards.

Qualifications

- English & Maths GCSE (Level 5 and above).
- Good numeracy/literacy skills.



Nexus Education Schools Trust

The application process

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

Recruitment of Offenders

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process of obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

Probation

All new colleagues will be subject to the NEST probation procedure for six months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

Equal Opportunities

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

General Data Protection Regulations

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

Our Trust



Alexandra
Infant
School



CHILDERIC
PRIMARY SCHOOL



Infants' and Junior Schools



John Keats
Primary School



www.nestschools.org