



LIFE Education Trust

LIFE Education Trust

Senior Finance Officer

Application Pack

Welcome – From the Trust CEO

Dear Applicant,

Thank you for considering joining the LIFE Education Trust. LIFE was established in 2016 with two schools and now comprises eleven schools in Havering and Essex which serve a student community of over 2500 pupils. The Trust has a small core team in addition to all our school-based colleagues, totalling almost 400 employees. The organisation as a whole works collaboratively to ensure that everything we do can positively impact the lives of our pupils and employees.



I became the CEO of LIFE July 2016, having previously been Head Teacher of The Frances Bardsley Academy for Girls for 5 years, and before that, Deputy Head Teacher at Chelmsford County High for Girls. I chose to lead LIFE because I genuinely believe in its core purpose **“to build great learning communities where children flourish”**. To accomplish our purpose, we use our 3 core beliefs: **‘Courageous Optimism’, ‘Boundless Creativity’** and **‘Heartfelt Compassion’**. As a Trust we believe in helping colleagues and pupils achieve their personal best and are keen to recruit the very best talent for our Trust.

We are looking for individuals who share our passion for providing excellent learning environments, making our schools the best they can be and having a positive impact in the community. You will be joining an organisation that can offer you many opportunities to progress and make a real difference!

Yours sincerely,

Julian Dutnall

Julian Dutnall
CEO - LIFE Education Trust

OUR VISION

Everyone flourishes

OUR PURPOSE

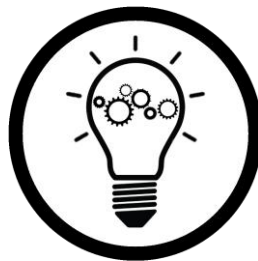
To build great learning communities
where children flourish.

OUR VALUES



Courageous Optimism

It takes courage to hope for a better future. We champion a 'can do' attitude and encourage our pupils and colleagues to tackle challenges with resilience and perseverance as they reach for ambitious targets.



Boundless Creativity

Through captivating discoveries in the classroom and eye-opening adventures in the outside world, we give pupils freedom and promote varied learning experiences which stimulate innovation and develop adaptability.



Heartfelt Compassion

We show love and respect to each member of our community as we nurture a powerful collective spirit. In humility we embrace difference and individuality, show forgiveness when necessary, and are united by compassion.

OUR PRIORITIES

Great
People

Great Pupil
Outcomes

Sustainable
Systems

About Us – Our Schools

We are a multi-academy trust currently consisting of 10 Academies and one Independent school across Havering and Essex, grouped into 4 regional hubs.

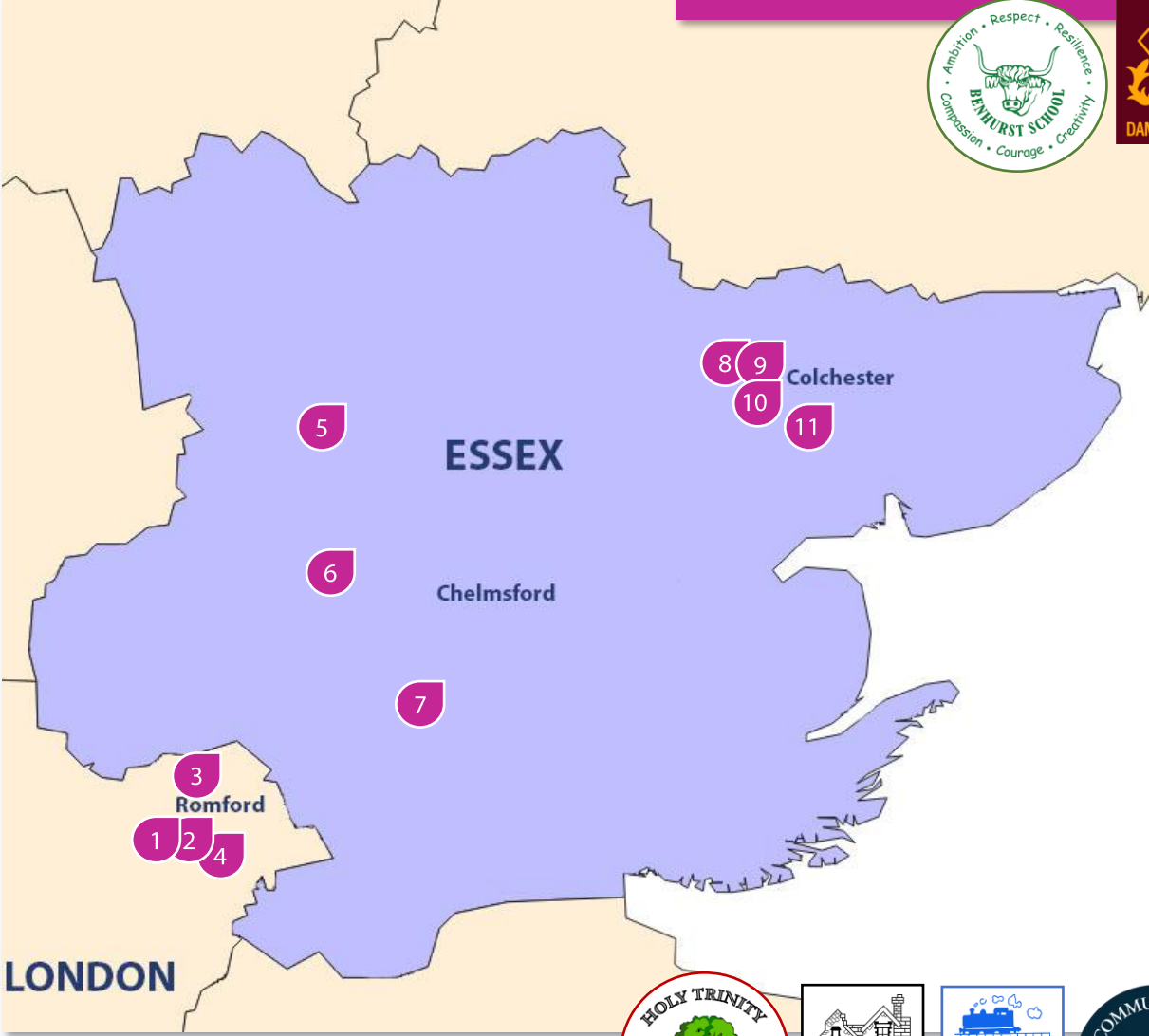


Havering Secondary Hub:

1. Frances Bardsley Academy For Girls
2. The Bridge

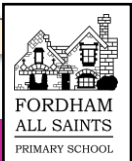
Havering Primary Hub:

3. Dame Tipping Primary School
4. Benhurst Primary School



Mid-Essex Hub:

5. Ford End Primary School
6. Roxwell Primary School
7. Margaretting Primary School



Colchester Hub:

8. Chappel Primary School
9. Fordham Primary School
10. Holy Trinity Primary School
11. Langenhoe Primary School

MEET ZOE BEAR



This is Zoe Bear, our Mascot.

The name 'Zoe' was chosen because it means 'life' in Greek.

Zoe's rainbow colours match the LIFE logo and demonstrate the Trust's commitment to inclusivity.

WHY DO WE HAVE ZOE?

She is especially compassionate with younger children and is available for cuddles if they are upset.



Zoe represents the Trust wherever she goes.



Zoe is designed to embody our beliefs and make them more tangible for pupils throughout the Trust to understand and engage with.

Schools are encouraged to keep an 'Adventures of Zoe' book, where photos are put each term, labelled with how we are developing the children socially, morally, spiritual and culturally.



Every school has their own Zoe Bear and pupils can receive awards and certificates from Zoe for displaying the Trust's Beliefs of Boundless Creativity, Courageous Optimism and Heartfelt Compassion in their everyday school life.



As well as awards, Zoe can often be found attending events, school trips and dressing up for celebrations! Pupils are encouraged to treat her with respect and as a friend. She is often tagged on X: [@LIFEZoeBear](https://twitter.com/LIFEZoeBear)

Job Title: Senior Finance Officer

Grade: GLPC 4.10 – 4.15

Full Time Salary: £30,630 - £32,931 p.a.

Reporting to: Finance Manager

Type: Permanent

Hours per week: 36

Days per week: Monday – Friday

Working weeks per year: 43-52 (negotiable)

We are looking for brilliant people who share and demonstrate our beliefs to join us.

Start Date:

ASAP

Purpose:

Providing an accounts payable and contract management service to the schools within the Trust and support the Finance Manager and CFOO in their roles.

Specific Duties:

- Input invoices and prepare month end BACS runs for all schools in the Trust
- Prepare and journal any month end prepayments, accruals
- Liaise with the admin support officers and hub operations managers to ensure the procurement process has been performed and recorded correctly.
- Log and actively manage contracts across the Trust
- Ensure adherence to Procurement laws and the Academies Trust Handbook
- Support the Finance Manager and Hub Operations Manager at month end
- Process Non-Order invoices and obtain the relevant budget holder approval.
- Assist across the Finance Department where necessary.

General:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Support the ethos of the Trust
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the CFOO to carry out appropriate duties within the context of the job, skills and grade.

This Job description is current at the date shown, but in consultation with you, may be changed by the CFOO and CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

We are looking for someone who has the following qualifications, experience and demonstrates the following behaviours to be truly successful in the role...

Key Criteria	Essential /Desirable		How Assessed
Education & Qualifications	E	D	
Suitable in working with children and young people	✓		A/R
Previous experience of working in a school office or similar environment		✓	A/I/R
Experience of working successfully with children		✓	A/I
Good standard of general education with evidence of qualification and capacity with numeracy and literacy skills	✓		A/T
Key Skills & Abilities			
Demonstrate good communication skills, both oral and written, including presentational skills.	✓		A/I/R
Advance MS Office skills	✓		A/T
Experience of school-based software systems		✓	A/T
Ability to work in a busy environment	✓		A/I
Ability to work with a variety of Stakeholders	✓		A/I
Ability to form and maintain good relationships	✓		A/R
Strong organisational, project and time management	✓		A/T
Ability to work as part of team or independently	✓		A/I/R
Ability to inspire and motivate		✓	A/R
Ability to prioritise, plan and organise with attention to detail	✓		T/R
Demonstrable discretion	✓		I/R
Attributes			
Reliable, respectful, responsible and conscientious approach. Demonstrates integrity	✓		A/I/R
Flexibility to deal with the diverse needs of the post including ability to prioritise when balancing a number of different work requirements and projects	✓		A/I/R
Establish and maintain appropriate professional relationships with staff and students.	✓		A/I/R
Sense of humour and equable temperament	✓		I/R
Able to remain calm and composed under pressure and work to deadlines	✓		I/R
Commitment to and understanding of equal opportunities and safeguarding	✓		I/R
Reliable and a good time keeper	✓		I/R
Adopts a positive attitude	✓		I

Key: Application (A), Interview (I), Reference (R), Task (T)



How to Apply

The closing date for all applications is: **Wed 11th June 2025**

Interview date: **Tuesday 17th June 2025**

How to Apply

- Read carefully all of the information in this pack
- If you have any questions, please do not hesitate to email: recruitment@lifeeducationtrust.com
- Complete the Application Form on the MyNewTerm microsite which can be found via our Trust website, [Vacancies – LIFE Education Trust](#).

Appointment Process

- Suitable applications will be shortlisted for interview as quickly as possible. Unfortunately, we are unable to give feedback if you do not get shortlisted.
- If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

References and DBS Checks

All offers of appointment will be subject to receipt of satisfactory references. LIFE Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Inclusion

As a Trust, we are committed to equality of opportunity and to a proactive and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

Why Choose LIFE Education Trust

For more information on why to choose LIFE, head to the website [here](#).

Trust visits are welcomed and encouraged. Please contact recruitment@lifeeducationtrust.com to arrange a visit.