



School Finance Officer Newquay Tretherras

Recruitment Pack
Salary Grade: G1-G6



**Cornwall
Education
Learning Trust**

Exceptional Educational Experience



Dan Morrow
Trust Leader



Rich Baker
Deputy Trust Lead

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.



Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



Purpose of the role:

To provide high-quality financial administration, operational support and professional guidance to the school, ensuring robust financial processes and the efficient use of resources. The postholder will act as a key link between the school and the Trust's Financial Services team, supporting accurate financial management, effective planning and compliance. Through strong systems, attention to detail and collaborative working, the Finance Officer will help secure the smooth running of the Academy and contribute to the Trust's commitment to delivering an exceptional educational experience for all learners.

Principle Responsibilities:

Financial Processing, Systems and Compliance

The postholder will operate the Trust's financial management systems, processing orders, maintaining accurate records and generating reports in line with Trust requirements. Purchase orders must be processed promptly, with accurate logging, appropriate coding and adherence to agreed priorities and deadlines.

They will ensure full compliance with the Trust's financial policies and procedures, including ordering, receipting, credit card administration and financial controls. This includes arranging the completion of new supplier documentation and undertaking all associated checks in accordance with Trust protocols.

The postholder will verify the receipt of goods and services, resolving any discrepancies in liaison with staff and suppliers. They will also receive, receipt and prepare cash and cheque payments for banking, ensuring secure handling, accurate reconciliation and compliance with the Trust's financial regulations.

The security and confidentiality of all financial information, systems and cash must be maintained at all times.

Income, Debtors and Financial Administration

The postholder will maintain the school's electronic payment systems, ensuring that all pupil and parent payments are processed accurately. They will support the planning of school trips, ensuring that all financial requirements have been considered in line with Trust policy.

They will collate and verify supporting documentation for school credit card transactions, ensuring full compliance with Trust procedures. The postholder will also monitor outstanding orders and liaise with staff to ensure that information held on the finance system remains accurate and up to date.



Financial queries from staff will be handled promptly and professionally, supported by a sound understanding of current budget information and the Trust's financial processes.

Support, Communication and Reporting

The postholder will assist in preparing financial reports, data and analysis for school leaders, budget holders and the Trust's finance team as required. They will liaise with suppliers to obtain information relating to pricing, orders, deliveries, discrepancies and payments, ensuring communication is clear and effective.

They will provide informal training and guidance to staff on financial procedures, systems and Trust policies, helping to promote consistent practice across the school. The postholder will also provide day-to-day support and direction to administration staff undertaking finance-related tasks, including training and guidance on the Trust's accounting system.

General responsibilities applicable to all staff

The postholder will demonstrate and promote the values of Cornwall Education Learning Trust at all times and work professionally in accordance with the Trust's Code of Conduct. They will take responsibility for their own continuing professional development and attend staff meetings and Trust-based INSET as required. They will remain aware of and comply with all Trust and school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Any concerns must be reported promptly to the appropriate person.

Note

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.



Education & Training

Essential	Desirable
GCSE A* or equivalent in Maths and English	Accounting Qualification eg AAT at Level 3 or other equivalent qualification

Skills & Experience

Essential	Desirable
Strong organisational skills and high standards of accuracy	Experience of working in a school environment
Excellent communication and interpersonal skills, able to build effective working relationships at all levels	
Ability to prioritise and work to deadlines with accuracy and attention to detail	
Confidentiality	
Self-motivated with the ability to use own initiative and work as part of a team	
Experience of working in a finance environment	

Specialist Knowledge and Skills

Essential	Desirable
Good level of ICT knowledge, including Microsoft Excel	Experience using financial software

Inclusion

Essential	Desirable
Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people	
Demonstrates an awareness, understanding and commitment to equality and inclusion	



Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

If you would like to arrange a visit or discuss the role further, please contact Recruitment Team @ recruitment@celtrust.org

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



People Services

Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CEL T is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CEL T has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range leadership opportunities at CEL T and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELT CENTRE OF
EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."



Hayley Bissenden

Hayley Bissenden
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.