



Etonbury Academy Application Pack

HR Lead, Finance Assistant & EVC





Welcome to Etonbury Academy

Our Vision

Etonbury is dedicated to delivering excellence in education. Our staff nurture well rounded, confident and responsible young people of whom we can all be proud. Individuals who have been inspired to achieve more than they ever believed possible. In partnership with families and the community, our goal is to create relevant learning opportunities for pupils- both inside and outside the classroom - that help learners develop knowledge and skills that enable them to become critical thinkers, who are prepared to make meaningful contributions to their local, national and global communities.

We do this by providing a welcoming, happy, safe and supportive environment in which everyone is equal and all achievements are celebrated. All staff members at Etonbury are fully committed to this vision.

The ETA Way

Everyone is respectful

Together we care

Always Aim Higher



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www.bestacademies.org.uk

INTRODUCTION

Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Amy Bowles

School Business Manager

abowles@bestacademies.org.uk

Tel: 01462 730391

Etonbury Academy

Stoffold Road, Arlesey, Bedfordshire SG15 6XS

www.etonbury.org.uk

ABOUT ETONBURY ACADEMY

Etonbury Academy is an extended secondary school with over 1150 pupils, located on the edge of the town of Arlesey, close to the Bedfordshire/Hertfordshire border and excellent train links to London. We provide a broad and extensive curriculum for children aged 9 to 18 years, including Sixth Form. **We are delighted to achieve consistently high GCSE results and have just celebrated an outstanding set of A-Level results in our Sixth-Form.**

We are a local school with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to-none. So too is our commitment to pastoral care.

This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in year 5 at Etonbury Juniors, and move up to our secondary school in year 7. With separate buildings for junior, secondary and Sixth Form, we provide a nurturing environment for all pupils to receive an excellent Etonbury Experience. We know our children, and together we make Etonbury Academy a school to be proud of.

We provide professional development for aspirational staff and access the teaching school, colleges and Apprenticeship Levy to make this happen. Our proven track record gives you every reason to consider Etonbury as the right school for you.

In our most recent Ofsted report (April 2025) inspectors said the following:

“Etonbury Academy is a welcoming and nurturing place to learn. Pupils enjoy coming to school and attend regularly. They value the warm, supportive relationships they build with staff. This helps them to feel safe, cared for and known as individuals. Pupils behave with great courtesy and respect. They hold doors open, listen carefully to each other in conversations and demonstrate consistently high levels of kindness towards others.”

ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 8,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

www.bestacademies.org.uk/jobs

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.

HOW TO APPLY

We use an application form, rather than asking for CVs, for all vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: 15th April 2026

Interview date: 20th April 2026

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.

JOB DESCRIPTION

JOB TITLE:	HR Lead, Finance Assistant & EVC
RESPONSIBLE TO:	Finance Manager Principal - Etonbury Academy School Business Manager
GRADE:	NJC Level 4A (Pt 11 - 15) Actual £24,503 to £26,141
HOURS:	37hrs per week (Monday - Friday) term time only plus inset days, hours between 8am - 4pm

JOB PURPOSE

To maintain accurate HR & Finance records for the Academy and process all staff changes in a timely fashion. To ensure that the recruitment process at the academy for both teaching and support staff runs efficiently and all candidates are left with a positive image of BEST, its staff and its recruitment process. To provide support and assistance to ensure the management and processing of finances is undertaken efficiently and timely. You will be able to be innovative, creative, and share your ideas freely to make further improvements. You will be working with spreadsheets, slides, documents and management information systems, liaising with staff, our children and other members of our community. You will be able to demonstrate a common sense approach in a highly confidential and sensitive environment.

ROLE PROFILE & RESPONSIBILITIES

HR Administration

- Provide confidential administration support with personnel records, payroll, processing DBS/Employment checks, filing and running HR reports.
- To give basic advice on the Staff Handbook, seeking further clarification on more complex enquiries as appropriate. Updating Staff Handbook with changes.
- To ensure all new staff are provided with the relevant forms and information they require in order to facilitate payroll / HR processing and that they are given guidance on how to access key information and policies.
- Coordinating with IT services to onboard new starters to relevant systems.
- To ensure all new starters are recorded onto the Single Central record.
- Using a variety of management information systems for data input and processing change requests.
- To attend HR team meetings, including training events relevant to your role to ensure that you remain up to date with current BEST HR policies and procedures.
- To process all sickness and LoA requests on MIS and HR portal ensuring that any sickness triggers are reported to the relevant SLT member for return to work meetings.
- Support with administrative duties for leavers and maintain an archive system for personnel files following the Trust exit checklist.
- Prepare induction for new staff and inform line managers of schedule for any probation processes.

Recruitment

- Support with administrative duties for the recruitment process, promoting new roles, arranging rooms, refreshments and liaising with potential candidates.
- Assist with the development of job descriptions and person specifications in conjunction with the central BEST HR team and senior academy staff.
- Arrange for pre-employment checks to be carried out i.e. references, medical and DBS clearances, right to work in UK and qualification checking.
- Prepare letters of appointment and associated documentation and action staff changes.
- Work with all local and bought-in HR contacts to ensure accuracy, consistency and prompt issue of staff contracts of employment.
- Maintain the schools recruitment platform and prepare applicant packs for shortlisting.

Finance

- To maintain accurate and complete records of all income and expenditure within the School Fund, working at all times in accordance with the school's agreed financial procedures.
- Administer the school electronic payment system for all transactions,
- Process orders by raising purchase orders and requisitions, dealing with goods received and chasing up outstanding orders as necessary.
- Deal with payment of invoices, recording details and preparing for authorisation.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Produce data reports on School Fund as required by Finance and/or Business Manager.
- Point of contact for parents/carers for the school payment system and deal with queries in a timely manner.

Trips Administration

- To be responsible for the administration of the Academy's Educational Visit Policy
- To advise staff on educational visits policy and to ensure that they are complying correctly with the requirements of Central Bedfordshire Council's (CBC) educational visits procedures.
- To liaise with CBC Visits Coordinator regarding trip proposals on Evolve.
- To ensure the educational visit trip proposals are complete before passing over to the Academy Principal for final approval.
- To read through each proposal and to ensure that it enables the students on the trip to be kept to the safest possible level on each and every trip, including residential, overseas and activity trips.
- To attend courses run by CBC on aspects of Educational Visits and Educational Visit Coordinator training.
- Work with the school systems lead to improve and monitor the schools trip processes.

General

- Reception support in times of staff absence, with answering queries and liaising with visitors including parents, governors, staff, students and members of the public.
- Provide admin support for SLT
- Formatting correspondence to ensure branding guidelines are applied and consistent throughout the admin team.
- Be a school first aider, supporting the medical officer with emergencies and occasional cover for vaccination days.
- Support our social media campaigns, creating posts in line with branding guidelines
- Attendance and support at events.

Whole school responsibilities

- Promote and support the academies policies and procedures and ensure compliance
- Promote and support the development of the academies Equality Policy
- Ensure confidentiality at all times
- Ensure the safeguarding of all our students and staff.

Please note, while every effort has been made to explain the 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 the BEST

Principals to undertake work of a similar level that is not specified in this job description.

PERSONAL SPECIFICATION

HR Lead, Finance Assistant & EVC

	Essential	Desirable
Qualifications	<p>Educated to GCSE level (or equivalent) with English and Maths at grades A*-C</p> <p>Relevant administrative or HR/Finance training or qualification (or willingness to work towards)</p>	Up to date EVC training
Experience	<p>Experience in an administrative role, ideally within HR or finance</p> <p>Experience maintaining accurate records and data systems</p> <p>Experience handling confidential and sensitive information</p> <p>Experience using management information systems and databases</p> <p>Experience supporting recruitment processes (e.g., arranging interviews, pre-employment checks)</p>	<p>Experience working in a school or education setting</p> <p>Experience with payroll processes and HR systems</p> <p>Experience coordinating educational visits or compliance processes</p>
Knowledge & Understanding	<p>Understanding of HR processes (recruitment, onboarding, employee records)</p> <p>Basic knowledge of financial procedures and record keeping</p> <p>Awareness of data protection and confidentiality requirements</p> <p>Understanding of safeguarding responsibilities in an educational setting</p>	Understanding of DfE requirements, including the Single Central Record
Skills	<p>Competent ICT Skills</p> <p>Good communication and interpersonal skills</p> <p>Excellent written and oral communication skills</p> <p>High level of personal organisation, and the ability to work without close supervision</p> <p>Ability to manage multiple tasks and meet deadlines</p> <p>Ability to use data systems and produce reports</p>	<p>Confidence in advising staff on basic HR matters</p> <p>Experience improving or developing administrative systems and processes</p>
Other	<p>Willingness to undertake first aid training</p> <p>Appropriate DBS clearance (before the post is taken up)</p>	First Aid at Work qualification

BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory enhanced Disclosure and Barring Service application.