



TRUST FINANCE ASSISTANT

RECRUITMENT PACK

TOGETHER, IN STRENGTH AND PARTNERSHIP



ABOUT THE TENYSON LEARNING COMMUNITY



The Tennyson Learning Community is a small Multi Academy Trust that invests in teachers and leaders to carry out their roles effectively, in order to attain excellence in its schools.

Dedicated to improving standards, we believe strongly in the benefits of working collaboratively across the Trust to drive outcomes and standards.

We are proud to run one of the highest performing primary schools in the country – Tennyson Road Primary School, Luton – “Together, in strength and partnership” we are able to offer an outstanding school improvement model with a proven track record.

In return for your commitment and hard work we offer:

- A school team who will share your energy and enthusiasm.
- A brilliant community of professionals across the Trust, with great expertise
- A superb professional development programme and career opportunities within the Trust
- Wonderful children who love learning
- Competitive pay rate
- Private health care plan

We are driven by a moral purpose and a vision that ensures every child has the right to outstanding teaching and, every academy, exceptional leadership. It is our vision to work with our children, their parents and carers and our staff to create and to sustain excellent academies.



**HIGH QUALITY AND INCLUSIVE
EDUCATION FOR EVERY CHILD
WITHIN THE TRUST**



**MEASURED AND
MUTUALLY BENEFICIAL
GROWTH**



**HIGHLY EFFECTIVE PERSONAL
AND PROFESSIONAL
DEVELOPMENT**



**EFFECTIVE,
WELL-INFORMED
GOVERNANCE**



**SAFE AND SECURE
ESTATES THAT SUPPORT
LEARNING**



**STRONG, CONTROLLED
AND SUSTAINABLE
FINANCIAL MANAGEMENT**

JOB DESCRIPTION

| | |
|-------------------------|---|
| Job Title | Finance Assistant |
| Status | Part Time – 3 days a week, Term Time Only 1 Year Fixed Term (31.04.2027) |
| Salary Grade | L3 – Point 6 - £25,989 (FTE), Annual Actual £13,374 |
| Location | Luton, LU1 3BZ with travel to school sites as required. |
| Start Date | 01.04.2026 or sooner depending on checks |
| Reporting To | Head of Finance |
| Disclosure Level | Enhanced |

ROLE PURPOSE

To provide efficient, accurate, and timely financial and administrative support to the Multi Academy Trust, ensuring compliance with the Department for Education (DfE) Academies Trust Handbook, and Trust financial regulations.

The Finance Assistant will support the day-to-day financial operations across all schools within the Trust, contributing to strong financial management and value for money.

OVERALL RESPONSIBILITIES

- Process purchase requisitions, invoices, and credit notes on the finance system Access.
- Reconcile supplier statements and resolve discrepancies.
- Answer phone calls and contact suppliers regarding any order queries.
- Add new suppliers to the system after completing checks.
- Assist the Finance Officer in preparing monthly budget monitoring reports.
- Support budget holders across both schools with financial queries.
- Ensure all financial transactions comply with Trust financial procedures.
- Maintain accurate financial records.
- Ensure adherence to financial controls across both school sites.
- Respond to finance-related queries from staff and suppliers.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK

- Enhanced DBS
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

EQUALITY, DIVERSITY AND INCLUSION

The Tennyson Learning Community values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability to meet the requirements of the post.

Tennyson Road Primary is an inclusive employer and are committed to making reasonable adjustments where appropriate. The school holds the Inclusion Quality Mark, IQM, and has been recommended as a centre of excellence.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

HEALTH AND SAFETY

- To be responsible for following Health and Safety requirements in line with school and trust policies and procedures

GDPR – DATA PROTECTION

- To be responsible for following GDPR requirements in line with Trust/School policies and procedures

TRAINING AND DEVELOPMENT

- To participate proactively in training and professional development including qualifications required for the job role

OTHER

The postholder's duties must be carried out in compliance with the Trust/school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NEXT STEPS

Please review the Person Specification carefully before applying for the role.

If you require these documents in any other format, or have any other accessibility requirements, please contact us on hr@tennysonroad.school

Our application process is accessed by applying through [Tennyson Learning Community, Luton, Bedfordshire | Teaching Jobs & Education Jobs | MyNewTerm](#)

Please do not hesitate to contact the Trust for an informal conversation about the role. Interviews will be held soon after closing date listed on the posting.

PERSON SPECIFICATION

| Job title: Finance Assistant | | Grade: L3 | |
|-------------------------------------|---|--------------------------------|---|
| Requirements | | Essential (E) Desirable (D) | Identified by: Application Form (AF), Reference (R), Interview (I) |
| Qualification and experience | Experience in a finance department | E | AF |
| | Experience working in a school, academy or trust | D | AF |
| | AAT or other relevant accountancy qualification | D | AF |
| | Experience of school accounting systems (e.g., PS Financials, SAGE, Access, FMS) | D | AF/I |
| | Good working knowledge of Microsoft Excel and finance systems | E | AF/I |
| Skills and Abilities | A firm knowledge of academy funding streams | D | AF/I |
| | High level of attention to detail and accuracy | E | AF/I/R |
| | Ability to manage workload and prioritise effectively | E | AF/I |
| Knowledge | Knowledge of financial processes including purchase ledger and reconciliations | E | AF/I/R |
| | An understanding of academy funding streams | D | AF/I |
| | A strong understanding of public sector finance procedures and reporting requirements | D | AF/I |
| Personal qualities | Develop good personal and working relationships within a team and wider team. | E | AF/ I |
| | Be presentable in appearance, following the dress code at all times. | E | AF/I |
| | Be open and committed to CPD | E | AF/I |
| | Strong organisational and communication skills. | E | AF/I/R |

OUR OFFER

We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have the following in place for all staff:

- Continuous professional learning
- Embedded initiatives to support with reducing staff workload.
- A strong supportive environment with dedicated line management structures and clear communication channels.
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health.
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future.
- Wide range of family friendly policies in place for staff.
- Recognising national terms and conditions for staff.
- Teachers and Local Government pension schemes.

PRIVATE HEALTHCARE



FREE TEA & COFFEE



ECT & NPQ SUPPORT



GENEROUS PENSION SCHEME



EMPLOYEE BENEFITS



BEHAVIOUR & ATTENDANCE HUB SUPPORT



CAREER PROGRESSION



ONGOING TRAINING & CPD



MENTAL HEALTH SUPPORT

