



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Processing Officer **Central Services**

Ashbourne & Nottingham

Permanent

37 hours per week, 52 weeks per year

Pay Scale 6: £31,870 - £34,032 FTE

Tapestry Learning Partnership is a new and ambitious education Trust with strong commitment to people, culture and wellbeing. We're building a connected, collaborative organisation where colleagues feel supported, valued and proud to belong. Joining us now means helping to shape that culture from the ground up.

Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

About the Role

Initially based at the Ashbourne Central Services Office, this role will work across both Ashbourne & Nottingham Central Services Offices.

A Processing Officer is responsible for handling, reviewing, and managing applications, documents, or transactions accurately and efficiently within an organisation. The role typically involves ensuring that information is processed in line with company policies, regulatory requirements, and service standards.

Who We're Looking For

We're looking for a highly organised and detail-oriented individual who takes pride in delivering accurate and efficient work in a fast-paced environment. You will be proactive, reliable, and able to manage multiple tasks while maintaining a strong focus on quality and compliance.

The ideal candidate will have excellent communication skills, a methodical approach to problem-solving, and the ability to work both independently and as part of a team. A positive attitude, strong work ethic, and a commitment to continuous improvement will be key to success in this role.

What We Offer

- A welcoming, collaborative, People & Culture Team
- Professional development and HR training opportunities
- Clear pathways to progress within the Trust
- A strong commitment to wellbeing and work-life balance
- Inclusive leadership and supportive, values-led culture

Why Join Tapestry Learning Partnership?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing
- A welcoming, collaborative team
- Professional development and training
- Clear career pathways in People & Culture
- A commitment to wellbeing and work-life balance
- Inclusive, supportive leadership and trust-wide networks

This is your chance to be part of something special. Help us shape the future and make a lasting impact. Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role. Please call Rebecca Steeples on 01335 340830 ext. 10781.

Further details about our school can be found on our website:

<https://www.tapestrylearningpartnership.org/>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: Sunday 12th July 2026

Provisional Interview date: w/c 13th July 2026

Potential Start date: ASAP

JOB DESCRIPTION

- Post Title:** Processing Officer
- Reporting to:** Head of Finance/Processing Team Leader
- Grade:** Scale 6
- Disclosure Level:** Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Reporting into the Processing Team Leader, the Processing Officer supports the central finance team and schools across Tapestry Learning Partnership by ensuring financial transactions are processed accurately, promptly, and in compliance with relevant regulations

Key Responsibilities

1, Purchase & Sales Ledger

- Process purchase invoices accurately and timely.
- Ensure purchase orders are raised and support staff in procurement procedures.
- Handle supplier and internal queries.
- Raise sales invoices and support credit control.
- Perform supplier statement reconciliations.
- Maintain approved supplier list and database.

2, Payments, Claims & Payroll

- Prepare, check, and process BACS runs.
- Process expense and additional hours claims.
- Import payroll data and post to ledger

3, Financial Operations & Month-End

- Post cashbook transactions and perform bank reconciliations
- Reconcile control accounts.
- Process accruals and prepayments.
- Support IR35 compliance checks.
- Assist VAT return preparation.

4, Systems, Training & Support

- Support finance system users.
- Provide guidance on raising purchase orders.

5, Audit & Compliance

- Assist internal and external audit requirements.
- Ensure compliance with financial policies.
- Contribute to improvement of financial controls.

6, Other Duties

- Undertake tasks as requested by senior finance leaders.

General Requirements

- Maintain strict confidentiality and always adhere to data protection legislation and associated Trust policies.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust's Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust's Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
GCSE (or equivalent) in English and Maths	✓		Application form, certificates
Knowledge and experience			
Experience in financial or administrative roles	✓		Application form, selection process, references
Strong experience with reconciliations, ledgers and payroll	✓		Application form, selection process, references
Proficiency in Finance Systems e.g Sage, IMP and Excel	✓		Application form, selection process, references
Ability to prioritise and meet deadlines	✓		Application form, selection process, references
Experience in a multi academy Trust environment		✓	Application form, selection process, references
Skills			
Strong communication and stakeholder skills	✓		Application form, selection process, references
High attention to detail and accuracy	✓		Application form, selection process, references