



# Sawtry Junior Academy

## Finance Officer

### Recruitment Pack



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Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## About Sawtry Junior Academy

A warm welcome to Sawtry Junior Academy where we hope you will experience a wealth of enthusiasm for learning and for supporting and helping each other. We are sure you will quickly feel the friendly and positive ethos in the academy from fellow staff members and the children, who would love to share their latest pieces of work and activities with you.

We became an academy in November 2016 and have been part of the Meridian Trust family since June 2022. Our academy is situated in the heart of the village of Sawtry and caters for children aged 7-11 (Key Stage 2). We have approximately 270 pupils, in 9 single age classes. The majority of our pupils come from the village of Sawtry; the remainder are from surrounding villages.

During our most recent Ofsted in October 2019, we were exceptionally proud of Sawtry Junior Academy for achieving a 'Good' rating. It was highlighted that 'leaders and staff want every pupil to do as well as they can. By the time they reach the end of Year 6, pupils are ready for the next step in their educational journey. We aim to provide engaging learning activities for children through a stimulating and supportive environment. Although our purpose is to promote the development of academic and practical skills, we also seek to guide children in their social and moral development. We aim to develop the numerous social skills necessary for children to become responsible members of society.

Sawtry Junior Academy embeds the Meridian Trust core values at the heart of everything we do. These initiatives have been developed and proved to be successful at other schools in the trust.

- Achievement for all
- Valuing People
- A high quality learning environment
- The pursuit of excellence
- Extending the boundaries of learning

We are proud of our Academy and of the part it plays in the community. Our success depends and relies upon the partnership that is fostered between the home and the school and we are excited to see what you will achieve.

Young people...	Staff...	Parents/Carers...	Communities...
Safe Responsible Nurtured Known	Developed Challenged Supported Informed	Involved Communicated Consulted Welcome	Proud Integrated Accessible Open
Challenging lessons, inspiring content, curious learners, supported to achieve.	Experts in skilled delivery/instruction. Collaborative networks, trusted to deliver.	Well informed about curriculum and assessment and can support their child.	The curriculum reflects the community's ambitions for the next generation.
A belief in the potential of every child to excel. A culture that expects and celebrates success.	Setting ambitious goals and modelling what success looks like. Hungry to improve.	Supporting the school to deliver the best. Allowing participation and ensuring attendance.	Contribute their expertise, advice, wisdom and facilities to enrich the school.
Developing the whole child through rich opportunities, experiences, rewards.	Making connections, providing opportunities to promote excellence in others.	Seeing the school as a place where your child can and should find support and challenge.	The school is the training ground for a rich contribution to society and community.
Everyone should secure the very best possible outcomes from their different starting points.	Are accountable for the outcomes we contribute towards and strive for the very best.	Will feel that they understand, support and contribute to the goals set for each child.	Will have the confidence that every child in the community can thrive in our schools.

## A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

Our Trust currently consists of 36 schools, 19 primary schools, 13 secondary schools, 3 special schools and 1 all-through. The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training

and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



## Trust Vision, Mission and Values

### Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

### Our Vision:

High-quality educational provision for all at the heart of local communities.

### Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;
- Young people are encouraged to think for themselves and act for others, equipping them with the values,

attributes, knowledge and skills to make a rewarding contribution to society;

- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

### The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

## Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

### Benefits:

As a multi-academy trust of 36 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme



To see the full range of benefits available, please visit [Employee Benefits – Meridian Trust](#)

### How to apply

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date:** 13/04/2026

**Interviews:** TBC

### Applying:

For any questions about the application process please contact: Kyla Murray, HR Officer at [kmurray@meridiantrust.co.uk](mailto:kmurray@meridiantrust.co.uk).

*Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure.*

*We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.*

*Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.*



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### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Finance Officer (Primary School)
<b>JD Reference:</b>	JD STD 39
<b>School/Academy:</b>	Sawtry Junior Academy
<b>Weeks:</b>	40 (term time + 10 days)
<b>Hours of work:</b>	25 hours per week
<b>Salary:</b>	Grade 6
<b>Responsible to:</b>	Headteacher

<b>Role:</b>	To undertake Finance Administration for the school.
<b>Purpose of the job:</b>	<p>Manage the finances of the school in an effective and efficient manner, ensuring that proper accounts are kept and maintained.</p> <p>To engage in the smooth running of general school management, communication, and organisation.</p> <p>To ensure effective communication between Meridian HR, Finance, ICT and Site teams and the school.</p> <p>To deliver relevant support to the Headteacher, senior leadership and staff team where required.</p>

#### **Responsibilities and Accountabilities:**

##### **Finance:**

- Entering orders onto PSF, managing orders and processes, ensuring best value and adherence with trust policies and procedures, payment of invoices within the system and entering onto PSF.
- Invoicing and booking lettings, management of online payments, ensure orders are processed and invoices paid in line with financial procedures. Timely preparation of invoices for fees due to the school, e.g., for lettings.
- Reconcile from online banking system all income for trips, dinner money, purchases, clubs, visits, lettings etc, be responsible for the main school bank account including reconciliation.
- Actively identify and apply for grants and external sources of money to fund the schools' proposed activities. Present timely fully costed proposals, recommendations, or bids in line with the trust financial handbook.
- Maximise income through lettings, actively promoting, maintaining, recording, and communicating external room lettings.
- Ensure the efficient organisation and cost of trips; invoicing, management of money and monitoring of costs entering onto PSF system.

- Assisting in obtaining quotes where required for school or teachers to ensure the best value.
- Ensure that trust financial procedures are followed and communicated to staff.
- For school specific curriculum needs put formal finance agreements and licences in place in line with the schools' development plan with suitable providers for agreed amounts, times and appropriate costs and repayment schedules with the approval of the principal, monitor and ensure the effective implementation of such agreements and all service level agreements.
- Propose revisions to the budget, if necessary, in response to significant or unforeseen developments.
- Prepare and provide accurate and up to date financial advice, reports, and information to Principal, SLT, trust and where relevant academy council and budget holders as required, including staffing costs for different models as required.
- Prepare completion of all month end requirements including full balance sheet review and annotated aged debtor and aged creditor reports, prepare and ensure the timely submission of returns and reports to the trust, review VAT data to submit to the trust for monthly VAT returns.

**Communications:**

- Maintain good relationships with staff, parents, governors, contractors' representatives, and external agencies to promote the objectives of the academy.
- Ensure staff enquiries or queries are dealt with effectively and responded to promptly and appropriately.
- Communicate all Trust recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies, and procedures to staff utilising trust systems and ensuring that reading or awareness is recorded.
- Liaise with IT team when needed to inform of issues beyond the helpdesk or on behalf of teachers.

**Support for School/Academy/Place of work:**

- Admin support for the front school office in busy periods.
- Participation in staff events by arrangement.
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.

- Follow school policies, practices, and procedures.

**Data security:**

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR.

**Health and Safety:**

- Ensure that fire marshals and first aiders are trained and known to staff.
- Manage the risk assessment schedule and update where necessary including those for visitors and HR issues.
- Use training in first aid to manage emergency situations in school and liaise with emergency services. Coordinate staff to manage situation.
- Ensure required first aid training is up to date for all first aiders including specific training in order to manage any medical conditions in school.
- Complete Meridian Trust accident reporting where appropriate to ensure correct protocols are followed for reportable accidents.

**Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

**Child Protection and Safeguarding:**

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks

but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

*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.*

*All staff will be subject to an enhanced check with the Disclosure & Barring Service.*

**Updated: January 2023**

<b>Person Specification: Finance Officer</b>	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in Maths & English	✓		A
2	Finance Qualification		✓	A
3	Health and Safety Qualification		✓	A
Experience		Essential	Desirable	Assessment
4	Experience in working with external agencies		✓	A/I
5	Experience of working in a similar role	✓		A/I
6	Experience working in the education sector		✓	A/I
7	Experience in using financial software		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
8	Knowledge of working with IT particularly Office suite (Excel, Word & Outlook)	✓		A/I
9	Understanding of general accounting procedures and processes	✓		I
Skills and abilities		Essential	Desirable	Assessment
10	Skilled at making and sustaining positive relationships with staff and stakeholders	✓		I

11	Ability to prioritise workload effectively	✓		I
12	Excellent written and oral communication skills	✓		I
13	Ability to contribute to team meetings and contribute ideas	✓		I
14	High level of accuracy when working with data	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
15	Willingness to undergo further training and development	✓		I
16	Positive, highly motivated with an enthusiastic approach to work	✓		I
17	Kindness and empathy towards students and colleagues	✓		I
18	Committed and reliable	✓		A/I
19	High professional standards	✓		A/I
20	Excellent timekeeping	✓		A/I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
21	Support the Academy policies on safeguarding and child protection	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
22	Flexibility of working hours	✓		A/I