



St Chad's
Academies Trust

**Recruitment Information Pack
Purchase Ledger Clerk**

**Application deadline - 12:00pm, 27 February
2026**

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Welcome to St Chad's Academies Trust

Thank you for expressing an interest in working for St. Chad's.



Our Trust was established in 2013 for schools choosing to become an academy as well as those who found themselves in need of a sponsor. Our mission of "Children first; in the footsteps of St. Chad" encapsulates our unwavering commitment to the very best education for every child in our care. We believe that every child deserves the opportunity to flourish spiritually and academically, and it is our duty to provide the support and guidance they need to thrive.

Through the vision of following Christ in the footsteps of St. Chad, we seek to be servant leaders who have a desire to see all those, within our Trust family, truly flourish.

The St. Chad's family of academies are all church schools who all work together to achieve the Trust aims of:

- Every Academy a Good Academy.
- Working collaboratively to share the strengths of the Trust.
- To develop leaders to be key agents of change.

St. Chad's academies are individual and service a wide range of contexts and communities. Through our accountability framework, systems and processes they remain unique whilst working together as a family joined by the values of Service, Trust, Community, Harmony, Aspiration and Dedication. These principles shape our culture, define our interactions, and drive our commitment to excellence for not only our children but for all our colleagues too.

We want all our children and young people to be able to experience life in its fulness (John 10:10), this is irrespective of faith perspective, that is what all of us want for our pupils.

Our partnership with the Lichfield Diocese is a testament to our shared dedication to fostering a community grounded in faith, compassion, and integrity. It serves as a reminder of our responsibility to nurture a supportive environment where every child and colleague feels valued and empowered.

I very much hope you are encouraged to apply for the position and if successful and as you consider joining our team, know that you will be part of a Trust family committed to ensuring the flourishing of all its colleagues. Together, we will work tirelessly to uphold the vision and values, fulfil our mission, and make a meaningful difference in the lives of those we serve. We look forward to the possibility of welcoming you to our team.

Yours faithfully,
Sarah Cockshott
(Chief Executive Officer – St. Chad's Academies Trust)

Trust Benefits

Competitive Pension Scheme

Secure your future with our competitive pension scheme, ensuring financial stability and peace of mind.



Access exclusive discounts and perks through Black Hawk Extras discounts, with the ability to save up to 10% on the upfront cost of a diverse selection of big-brand gift cards, including popular names like Costa, John Lewis, and Morrisons, you'll have more purchasing power at your fingertips.

Techscheme

Blackhawk Tech Scheme enables you to access the latest home and tech equipment you need. With Techscheme, you can spread the cost of a wide range of products from leading retailers like IKEA and Currys, making it easier than ever to enhance your home or upgrade your tech gadgets.

Cycle to Work

Take advantage of the Cycle to work scheme, a salary sacrifice benefit designed to promote a healthier lifestyle and reduce your carbon footprint, promoting eco-friendly commuting options while keeping you fit and energized.



Byond is the simple way to earn up to 15% cashback every time you shop at over 80 retailers, restaurants and supermarkets. This includes Asda, Boots, IKEA, M&S, John Lewis, Sainsbury's and more! It's not about spending more – it's about spending smart. Using bYond at retailers for your household spending could earn you £500 cashback a year.

Employee Assistance Program – Schools Advisory Service (SAS)

Benefit from our comprehensive Employee Assistance Programme through Schools Advisory Service. This has been designed to support the physical and mental well-being of our colleagues at every step. Their experienced, in-house experts that have developed and implemented a range of complimentary services, ensuring confidential and clinical-led support. These include:

- Physiotherapy
- Counselling & mindfulness
- Weight management
- Nurse support service
- Menopause support
- GP phone & video consultations
- Cancer & chronic illness support



Purchase Ledger Clerk

Salary: £24,328.71 – £28,209.96 (based on experience)

Hours: Full time (35hrs per week)

Location: St Chad's Academies Trust

Working Pattern: Hybrid (Current working 2 days in office – 3 days at home)

Contract: Permanent

Are you seeking a rewarding career opportunity in the education sector? Join us at St. Chad's Multi-Academy Trust as a dedicated and professional Purchase Ledger Clerk. This role offers the chance to make a significant impact by providing quality financial support to the Trust while enhancing your own career through new challenges and opportunities.

Why Join Us?

Career Growth: Take advantage of continuous personal development opportunities to further your career in finance within the education sector.

Work/Life Balance: We are committed to promoting a healthy work/life balance, ensuring you have the support you need to thrive both personally and professionally. If you are offered the post the Trust encourage successful candidates to make us aware of any potential request for flexible working before day one.

Tailored Induction: Benefit from a comprehensive induction program designed to set you up for success from day one, welcoming you to our team and the Trust family.

Requirements

Financial Experience: Experience in financial support function roles.

Team Player: Ability to work collaboratively in a team environment and build positive working relationships with colleagues.

Dedication: Commitment to delivering efficiency and accuracy at a consistently high standard, with flexibility to adapt to changing needs.

Values Alignment: Alignment with the Christian values and ethos of the Trust, promoting a positive and inclusive culture.

Join Our Team Today! If you're ready to contribute to the success of St. Chad's Multi-Academy Trust, we want to hear from you! Apply now and seize the opportunity to make a difference while advancing your career with us.

We welcome informal discussions about the role expectations, so if you wish to discuss this opportunity further, please contact Ruth Fisher (ruth.fisher@stchads.uk).

Thank you for expressing your interest in this position.

Purchase Ledger Clerk – Job Description

Job Title:	Purchase Ledger Clerk
Responsible to:	The Trustees of St Chad's Academies Trust
Line Management:	Finance Manager
Contract Type:	Full Time, Permanent
Salary:	£24,328.71 – £28,209.96 (dependent on experience)

Overall purpose of the post:

Contribute to the day to day running of the financial service provision of the Trust. You will provide accurate and timely financial processing and precise record keeping, working in collaboration with colleagues to provide support across the Trust.

Main duties and Responsibilities

- Raising purchase orders and purchase requisitions, administering as directed.
- Processing of purchase invoices / credit notes for a number of sites across the Trust.
- Resolving supplier invoice and payment queries.
- Monitoring of monthly creditors lists, and creation of monthly payment runs for approval as appropriate.
- Petty cash / charge card processing as directed.
- Liaison with academy colleagues to ensure that creditors are paid accurately and in a timely manner, ensuring that relevant paperwork is received within the delegated timeline for Trust monthly procedures.
- Administration and reconciliation of supplier statements, and liaising with suppliers as necessary.
- Raising of sales invoices and credit notes and liaison with customer contacts.
- Support with the completion of debt management processes, as appropriate.
- Maintain accurate records and file management, ensuring that records are kept and processed in accordance with current systems and set timescales.
- Undertake supplier management processes in line with Trust procedures.
- Undertake month end and year end reconciliations and processes.
- Be the nominated point of contact for designated academy colleagues, maintaining positive working relationships.
- Contribute to the ongoing development of the Trust's financial support provision.
- Comply with current Trust procedures and systems, including (but not limited to) the Trust's Financial Regulations and Scheme of Delegation, Fraud, Theft, Irregularity and Cybercrime Guidance, Supplier Set-Up, and Maintenance Procedures and regulatory requirements.
- Support in the general administration and effectiveness of the Finance Team.

Purchase Ledger Clerk – Job Description

Generic Responsibilities:

- Demonstrate a positive commitment to equality and diversity, and the mission, Vision and Values of the Trust.
- Contribute to building the service culture and Trust's team ethos.
- Continually and actively maintain up to date knowledge of statutory and regulatory legislation and compliance practice.
- Positively contribute to the development and delivery of the Trust's Strategic and Operational Plans.
- Willingness to travel to any academies throughout the Trust.
- Undertake appropriate and mandatory training as required.
- The need for flexibility, shared accountability and team working to meet the ever-changing needs of the Trust.
- Adhere to responsibilities under security information, GDPR, Health & Safety legislation and Trust policies and procedure.
- Any other related duties that are within the colleague's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.
- Liaising with colleagues professionally in all forms of communication

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive.

It is the practice of the St Chad's Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be conducted by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

All colleagues have a duty for safeguarding and promoting the welfare of young people. Colleagues must be aware of the Trust procedures for raising concerns about pupils' welfare and must report any concern to the designated officers without delay. Colleagues must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

There will be a six-month probationary period on commencement of the role and annual performance management and appraisal setting, where the post-holder is expected to participate fully.

Purchase Ledger Clerk – Person Specification

Person Specification – Purchase Ledger Clerk	Essential	Desirable
Personal Values		
Committed to actively promoting the Christian Ethos and Values of St Chad's Academies Trust.	x	
Committed to St Chad's Academies Trust Vision and Values.	x	
Qualifications and experience		
GCSE or equivalent pass in maths and English.	x	
A qualification in finance or relevant employment experience.	x	
Experience of and demonstrable capability with accounting software.	x	
Experience of financial administration in an educational setting.		x
A record of recent and relevant continuing professional development in areas of finance.		x
Skills and abilities		
The ability to work efficiently and meet deadlines, with good organisational skills.	x	
The ability to prioritise time and manage a varied workload effectively.	x	
The ability to recognise when advice/assistance is needed and when to use your own initiative.	x	
Numeracy and the ability to interpret data accurately.	x	
Ability to consistently produce good quality work to a high standard of accuracy.	x	
Excellent communication and problem-solving skills.	x	
The ability to work in a professional manner at all times.	x	
Application of the role		
Competent systems skills including Microsoft Office applications with good excel skills.	x	
Experience of working within an educational environment.		x
Good decision-making skills, assessing situations to determine best outcomes and new initiatives.	x	
Relationship management		
The ability to work with colleagues and communicate at all levels in varied formats.	x	
The ability to work effectively within a team.	x	

Purchase Ledger Clerk – Person Specification

Person Specification – Purchase Ledger Clerk	Essential	Desirable
Other qualities		
A positive and flexible attitude.	x	
Respect for confidentiality of the Trust's records and intellectual property.	x	
Personal Qualities		
Well-developed interpersonal and communication skills.	x	
A dedicated, positive team worker with the ability to work flexibly to meet the changing requirements of the Trust.	x	
Meets challenge and enjoys working at a pace.	x	
Displays enthusiasm and dedication to the Trust's 'Children First' Vision.	x	
Inspires confidence, integrity, reliability, credibility & respect.	x	
Additional Requirements		
A criminal record disclosure/DBS will be required prior to appointment - positive report required	x	
Positive references will be sought prior to appointment to post	x	
Holder of current driving license and access to private transport	x	

Purchase Ledger Clerk – Application and Selection Process

Please complete the application form attached with this recruitment pack and submit within the application detailing how your skills, experience and attributes demonstrate your suitability for the role.

All applications should be submitted through mynewterm

Selection Procedure

Successful candidates will be invited to interview on 9 March 2026

Closing date: 12pm, 27 February 2026

Shortlisting: 2 March 2026

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment

St Chad's Academies Trust is committed to safeguarding and protecting the welfare of children and expects all colleagues and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day of interview

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address, one of which must be a form of photographic identification. These must be originals and not copies.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago).

We have a legal responsibility to ensure that all our colleagues have the legal right to live and work in the UK. Applicants will need to bring in their original documents for their right to work within the UK. Acceptable documents are listed here: <https://www.gov.uk/government/publications/right-to-work-checklist->

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection

You should be aware that the information you provide will be stored at St Chad's Academies Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.