



Hertswood Academy

Aim High • Achieve Excellence

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Executive Headteacher Peter Gillett BSc (Hons) Mathematics, PGCE, NPQH, MBA (Leadership)

Headteacher Wanda Gill BSc (Hons) Animal Science, PGCE, NPQH

Job Title: Finance Apprentice

Salary: H2 £25,614-£26,427+HWA £500 FTE

Hours: Full time 37 hours 52 weeks

Contract type: Full time and fixed term for 1 year in the first instance

Accountable to: Finance Manager

Main Purpose: To support the Finance Team and complete an apprenticeship

They may also be required to undertake any of the duties delegated by the headteacher.

Qualities:

The Finance Apprentice will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities:

- A commitment to progress through the AAT qualification by attending college/online learning
- Processing supplier invoices to HOGE, ensuring complete and accurate records of all transactions are maintained
- Processing purchase orders through the online finance portal
- Liaising with premises staff regarding deliveries
- Dealing with supplier, customer, staff, parent and student queries by email, telephone and in person
- Reconciling supplier statements
- Processing petty cash claims and reconciling transactions
- Processing credit card transactions and reconciling transactions
- Chasing debtors
- iPayimpact administration and reconciliation
- Dealing with catering queries
- Assist with income generation
- Any other ad-hoc duties as required

School culture and behaviour

Under the direction of the Finance Manager, the Finance Apprentice will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Governance, accountability and working in partnership

Under the direction of the Finance Manager, the Finance Apprentice will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Hertswood is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants for people working with children and young people will need to undertake an enhanced Disclosure and Barring (DBS) service check

Person specification

criteria	qualities
Qualifications and training	• Education to GCSE standard is essential • AAT preferable, but support for training will be provided
Experience	• Experience of a range of Office software including Word and Excel. • Ability to prioritise and multi-task particularly when working under pressure or to tight deadlines.
Skills and knowledge	• Good interpersonal skills, with the ability to deal with students, suppliers and colleagues with courtesy, tact and sensitivity. • Good organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy. • Ability to work as part of a team and to support others. • Flexible approach to work, with a keenness to adapt to meet changing work requirements. • Ability to build effective working relationships

Personal qualities	• To be passionate about quality, detail and accuracy in your work • To be friendly and positive and motivated to support students whenever possible • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
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This job description may be amended at any time in consultation with the postholder.

Last review date: 4 September 2026

Next review date: 24 September 2027

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____