



Finance Officer Application Pack



CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

**ASPIRING
COLLABORATING
TRANSFORMING**

Our Mission

Transforming Lives, Creating Opportunities, Inspiring Futures

Dear prospective candidate

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now upwards of 300 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 400 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision. Both have been recognised by Ofsted very recently.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to *transform lives, create opportunities* and *inspire futures*, for staff and students, alike.

We are on a wonderful journey. Come and join us!

Alwyn Richards



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Job Advert

Transforming Lives, Creating Opportunities, Inspiring Futures

Finance Officer

Permanent and part-time position (18—24 hours per week), SCP Points 11—14 (£28,141.61 to £29,539.97 per annum), term time only with one week holiday working

Pro rota salary based on SCP Point 11, 18 hours week and term time only with one week holiday working is £12,051.37 per annum

We are looking for a highly organised and detail-oriented individual to join our Finance Team and help ensure the efficient day-to-day operation of the school's financial processes. The successful candidate will be responsible for processing purchase orders and supplier invoices, supporting Scopay administration, maintaining accurate records and responding to queries from staff, parents and suppliers in a professional and timely manner. They will play an important role in maintaining strong financial controls, ensuring compliance with financial procedures and requirements, and delivering an excellent customer-focused service. We are seeking someone who is proactive, efficient and keen to contribute to continuous improvement, helping to identify smarter ways of working and delivering value for money across the school.

The ideal candidate will be a flexible team player, willing to provide support across the wider Finance Team when needed and undertake a variety of administrative tasks to help ensure the smooth running of the Finance Office.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Please apply using our online application following the link

Closing date is 9am on Monday 13th July

Please note that interviews will be taking place on Thursday 16th July

**Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE
Email: recruitment@cleeveschool.net Tel: 01242 672546**



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Staff Wellbeing at Cleeve School

At Cleeve School, you'll be part of a school with a vision that:

"Staff wellbeing will be at the heart of our employment strategy, focusing on developing productive and engaged colleagues who have the resources and capacity to deliver their best every day."

We recognise that we are on a journey, but we are determined to keep moving forward. Most importantly, you'll be joining a team where staff genuinely value one another, feel supported by their colleagues, and share the growth mindset of our students. Together, we are building a positive, resilient, and inspiring environment where everyone can succeed.

Our Wellbeing Offer

Work–Life Balance

- Protected time for planning and professional development
- Careful consideration of the school calendar for after school events
- Flexible working opportunities explored where possible

"I am happy and proud to be a part of Cleeve and can honestly say this is the happiest I've been in a school work place." 2025 Staff Survey.

Mental Health & Emotional Support

- Access to our **Employee Assistance Programme**, and **Occupational Health support** when needed
- On site support from **Mental Health First Aiders**, and dedicated **Wellbeing Officer**
- **Reflective supervision** for staff working with high levels of child welfare and safeguarding cases

Physical Health & Lifestyle

- Annual **Staff Wellbeing Day** with activities to address key staff wellbeing concerns
- **Staff clubs** including cricket, Pilates, and football — encouraging connection, fun, and active lifestyles
- **Social events** throughout the year to strengthen team spirit
- **Cycle-to-work** scheme and use of **School Gym**

"Since moving to this school I enjoy my job again," 2025 Staff Survey.

Professional Growth & Recognition

- **Colleague Thank you scheme** to celebrate staff achievements and contributions on a weekly basis
- Tailored **CPD pathways** to support personal and professional development at all career stages and **coaching and mentoring** programmes



Job Description

Transforming Lives, Creating Opportunities, Inspiring Futures

Finance Officer

Salary and Hours: Permanent and part time position (18 to 24 hours), SCP Points 11—14, term time only plus one week holiday working

Accountable to: Finance Manager

Accountable for: Performance of assigned Finance Officer administrative tasks

KPIs for the role (metrics to be added for the School Development Plan and Performance Management)

- To ensure that the assigned tasks are executed in an accurate and timely manner complying with the finance procedures and policies and to support the administration of the Finance Department.
- Play a crucial support role in enabling the school's Finance provision to be exceptional.
- Ensure that supplier payments are processed within a week of receipt (unless otherwise directed).
- Efficient support for administrative aspects of Finance, as specifically directed by the Finance Manager.

Key Responsibilities

- Ensure that all tasks are performed in an efficient and timely way with rigorous financial controls.
- Ensure processes are documented and kept up to date.
- Continually identify ways to get better value for money.
- Maintain secure and GDPR-compliant handling of all financial and personal data.
- Support a customer-service culture across finance, ensuring friendly, timely communication with staff, parents and suppliers.
- Actively contribute to digital innovation within the finance team, identifying opportunities to automate, improve accuracy and streamline tasks.
- Purchasing and Purchase Ledger administration
- Create and issue purchase orders via the PS Financials System to send to suppliers. Respond to staff and supplier queries regarding purchase orders.
- Receiving, processing and payment of supplier invoices, scanning and storage of invoices.
- Help support CPD administration through processing CPD Genie applications and course bookings.

Banking/Cash:

- Occasional support for preparing cash & cheques for banking and providing petty cash floats when necessary,



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Administration Support:

- Minor administrative tasks, e.g. archiving finance records, external parcel postage on behalf of school, arranging collections for returned goods etc.

Scopay administration support to parents, students, staff & third parties:

- Assist with parent, staff and student queries relating to trips and catering.
- Respond to queries from parents regarding learner accounts within the Scopay system.
- Assist with providing help to internal school departments with the Scopay till system.

Provide cover in other Finance Team roles as and when required to help the smooth running of the Finance Office and undertake other tasks as reasonably requested.

Key Skills and aptitudes

- Ability to prioritise tasks.
- Ability to oversee a range of competing tasks, ensuring all are completed within expected timescales.
- Ability to communicate regularly with the team and follow through daily/ weekly agreed actions.
- Ability to manage and introduce change.
- To be able to communicate with a wide range of people and to build good working relationships with members of staff.
- Ability to keep up to date with software training requirements.
- Knowledge of PS Financials & Scopay would be an advantage, but training will be provided.



EVERY MOMENT MATTERS

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Thank you for your interest in working at Cleeve School.
For more information, please visit our website and social media channels.

www.cleeveschool.net

Facebook: @CleeveSchool

Twitter: @Cleeve_School

Instagram: @cleeveschool



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