



School Finance Officer (Apprentice) Applicant Pack

PROUD TO MAKE SUCCESS HAPPEN

Dear Applicant,

Thank you for your interest in applying to work at Uxbridge High School. It is a privilege to lead this school, and I am excited to share my ambition to provide a gold standard education. This appointment is crucial in fulfilling that ambition.

If you possess determination, drive, and moral integrity, we offer an exciting opportunity to be part of a fantastic school with a golden future. Uxbridge High School is a highly successful co-educational academy for students aged 11-18. The school is very popular and has grown considerably over the years, reflecting a rising trend in educational achievement. As the new Principal, I have chosen the colour gold for our logo to symbolise our ambition and commitment to the highest standards in everything we do. Our enrolment now stands at over 1,300 students, including 220 in our sixth form. We are a school of choice and are oversubscribed in all year groups.



We have much to celebrate, including a strong local reputation and a diverse, happy student body. Our staff are highly committed, enjoying very high levels of support, professional development, connection to a common purpose and a sense of community. We are based on an open and green campus which includes a range of state-of-the-art buildings and facilities.

At the heart of the school is its distinctive ethos and vision. Our **PROUD** values of positivity, respect, open-mindedness, uniqueness, and determination define our work. These values provide aspiration and structure for every student, whatever their starting point. We are proud to be a truly comprehensive school preparing students for life in modern Britain.

Academic performance is very good, across the school including the sixth form. We continue to recognise the importance of ensuring all students fulfil their ambitions and potential whatever these might be. They leave school as **PROUD** students with doors open for a bright future.

We have created a culture where staff and students are determined and committed to creating an environment where all can thrive. We hope you relish the opportunity to lead in a school which all stakeholders are proud to be involved with. We need leaders who are committed to nurture the ambitions of all students, right through the school until they are committed to their own aspiration and have the independence to apply to university, work as an apprentice, or excel in a unique field of their choice. Every endeavour and every aspiration are valued and celebrated. As a leader, you will ensure our teachers deliver lessons which give students the knowledge and skills, they need to be successful, but also create experiences that build character, positivity, and happiness. You will ensure students have positive attitudes in the classroom and beyond.

If our school priorities align with yours, I would welcome your application to join a school that creates optimism for the next generation. I very much look forward to reviewing applications in our search for the right person to lead Uxbridge High School into the future.

On behalf of the school, thank you for your interest in Uxbridge High School.

Louisa Seymour
Principal

Our School

Uxbridge High School is a vibrant, forward-thinking school that celebrates the academic, social, and emotional growth of each student. We take pride in our diverse, committed student body, supportive staff, and strong relationships with the wider community. As a truly comprehensive and multicultural school, we embody the spirit of modern Britain, valuing every child's unique journey and success.

Uxbridge High School Academy Trust believes in creating an environment that allows employees to be at their best. This is known by the community as our **gold** standard. Our commitment to our people, how we value and treat staff is set in our [People Strategy](#).

The Role

The school is seeking an exceptional candidate to join the Finance Team as a School Finance Officer Apprentice. This is an exciting role and will offer the successful candidate the opportunity to gain invaluable knowledge and experience in a school setting whilst studying for their apprenticeship. The successful candidate will be joining an established and hardworking team, who have been relentless in their drive to transform the delivery of financial services and establishing a culture of 'best value'.

As part of this role, you will work closely with the Finance Manager and School Accountant and will mainly support in overseeing the finance function. This includes assisting on the provision of financial administration such as Raising sales invoices and Posting invoice, working on Payroll assisting with monthly input and queries Budgets & Reporting and Budget Management, ensuring that the academy's financial management is sound, and that procedures and controls are in place and adhered to. You will be pivotal in our continuous drive for efficiency and effectiveness and continual improvements in processes, procedures and systems.

We are looking for an enthusiastic, dynamic and highly organised team player who is actively studying towards their apprenticeship or looking to start their finance journey.

Closing Date: Monday 28th April, midday

Start Date: Immediate

Contract: 36 hours per week which includes your training day

Annual Leave: 26 days holiday pa

Salary: £19,500 - £20,500 per annum

How to Apply:

- Completed application form on the Uxbridge College [website](#).
- Include in the application your supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.

Should you have any questions about this role, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or recruitment@uhs.org.uk.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.



“To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at thihool.”

Mariam Razaie – Year 7

UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: SCHOOL FINANCE OFFICER (APPRENTICE)

Responsible to:	Finance Manager
Salary:	£19,500 pa – £20,500 pa
Hours:	Full time (36 hours per week including 1 day release at college) for 52 weeks pa, with 26-days holiday pa. Fixed term for the duration of the course (to maximum of 18 months)
Overview of role expectations	
To undertake all routine financial processes for the team, including assisting parents, staff, and students in person, by phone, or via email, as well as supporting event and trip bookings and planning. To assist the School Accountant and Finance Manager with routine data entry and financial transactions, ensuring compliance with regulations and best practices.	
Responsibilities and Tasks	
1.	<p>Financial Administration</p> <ul style="list-style-type: none"> ● Take full ownership of the purchase ledger, ensuring accurate and timely processing ● Liaise with customers and suppliers to resolve queries and disputes ● Raise sales invoices when required ● Post invoices in a timely manner and send out payment remittances ● Manage the school's Amazon account and process related purchases ● Complete journals to correct coding errors where necessary ● Maintain accurate electronic financial records, ensuring all documents including invoices are scanned and stored digitally ● Administer general administration of the finance system, including managing and maintaining a list of budget holders.
2.	<p>Budget & Reporting</p> <ul style="list-style-type: none"> ● Assist with routine month-end process, including reconciliations and returns ● Support the setup, monitoring and reporting of trips and other sales items on the online payment system ● Assist with any reporting and analysis from the catering cashless system ● Assist with monthly forecasting and annual budget setting exercises ● Adhere to all financial policies and statutory finance regulations
3.	<p>Payroll Support</p> <ul style="list-style-type: none"> ● Assist with the monthly payroll, including inputting lunch duties, exam invigilator hours, and academic mentor hours ● Assist with any salary and payroll queries
4.	<p>Other</p> <ul style="list-style-type: none"> ● Receive and direct the distribution of deliveries ● Monitor and process online forms for CPD, stationery requests, events, trips, leave of absences requests ● Assist with booking CPD, events, trips as required ● Handle queries from parents, staff and students, via phone, email and in person ● Manage uniform, equipment and other assistance provided to parents, including the school shop ● Monitor and order books and stationery stock as required.



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| | <ul style="list-style-type: none">● Adhere to all safeguarding policies and procedures and other policies at Uxbridge High School● Undertake any other duties as directed by the School Accountant, Finance Manager or Director of Finance & Operations, as commensurate with the level of this role |
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In addition, the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal / Leadership Team line manager.

Name of Post Holder:

Signature:

Date:

UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: SCHOOL FINANCE OFFICER (APPRENTICE)

Criteria

Qualifications / Education / Training

1. GCSEs (or equivalent) in Maths and English at grade 4/C or above
2. Willingness to work towards a finance/accounting qualification (AAT or Level 3 Finance)
3. Commitment to completing apprenticeship training while balancing work responsibilities

Skills, Knowledge and Abilities

4. Strong written and spoken English, with the ability to communicate confidently
5. Good IT skills, including Microsoft Excel and other financial software (or willingness to learn)
6. Strong attention to detail and accuracy in financial data entry
7. Ability to work independently while also contributing effectively to a team

Equal Opportunities

8. A proactive approach to learning, with a willingness to start from the basics and develop skills over time
9. Strong organisational skills, with the ability to prioritise and manage workload effectively
10. A professional, confidential, and responsible approach to handling financial information
11. Adaptable and flexible to meet the changing demands of the role, especially during busy periods
12. A problem-solving mindset with the ability to think logically and work under pressure
13. Enthusiastic and willing to take on a variety of tasks, including routine and administrative duties
14. Commitment to equal opportunities and inclusion.
15. Ability to promote and support the school's Equality and Diversity Policy.

Disposition

16. Commitment to working within the school's values and policies, including safeguarding, equality, and inclusion.
17. A genuine interest in finance and school operations *
18. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
19. To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the school.
20. Demonstrate a diligent, "can do" attitude.

*Desirable

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Our Vision

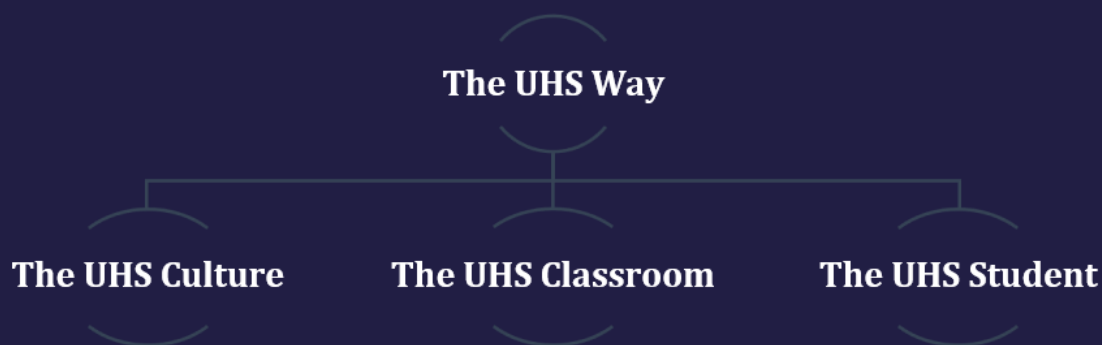
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.

TESTIMONIALS

Celebrating Our Dedicated Educators



“ From the moment I joined the staff, I felt welcomed and supported by colleagues. Everyone here is committed to fostering a collaborative and inclusive environment, which greatly enhances our ability to provide the best education our students. It's a joy to work in a place where open communication and mutual respect are the norms. ”

Campbell Hurst - Science Curriculum Lead

“ Working at Uxbridge High School is an incredible opportunity because of its supportive and collaborative environment that fosters professional growth. The school's commitment to innovative teaching methods and continuous improvement ensures that both teachers and students thrive. Additionally, the strong sense of community and dedication to student success make Uxbridge High School a truly rewarding place to work. ”

Fatima Latunji Jones - Head of Learning Year 10



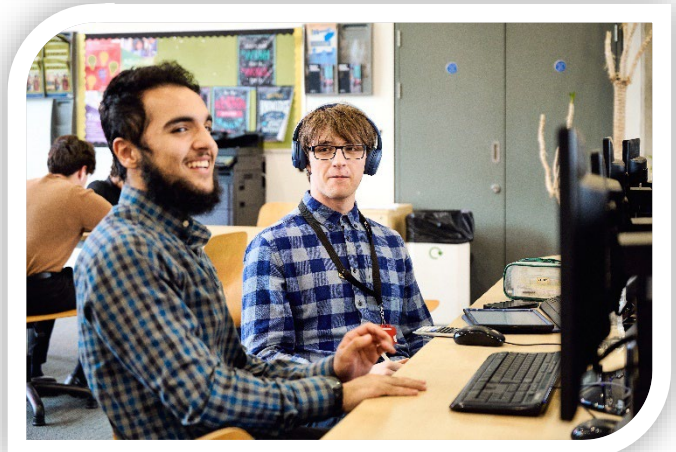
“ Uxbridge High School is a supportive and positive environment. Both staff and students are determined and enthusiastic, meaning that the curriculum is regularly adapted to inspire and encourage all learners. ”

Emmy Griffin - English Teacher

Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.



FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website www.uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- [instagram.com/uxbridgehigh](https://www.instagram.com/uxbridgehigh)
- www.facebook.com/uxbridgehighsch

We also have a LinkedIn page, giving updates and current vacancies:

www.linkedin.com/company/uxbridgehighschool/

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.





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