



# Salterns Academy Trust

The Salterns Academy Trust  
c/o Admiral Lord Nelson School  
Dundas Lane  
Portsmouth  
PO3 5XT

Tel: 023 9236 4536

Email: [recruitment@trafalgarschool.org.uk](mailto:recruitment@trafalgarschool.org.uk)

CEO: Nys Hardingham

## FINANCE APPRENTICE

**Salary:** National Apprenticeship Rate  
**Contract:** Fixed Term  
**Hours:** 37 hours per week/52 weeks per year  
**Start date:** as soon as possible  
**Closing date:** Wednesday 28<sup>th</sup> August 2024  
**Interviews held:** as soon as possible

Salterns Academy Trust aims to provide an excellent inclusive education for every student in each school within the Trust. The Trust currently operates two oversubscribed schools for students aged 11-16 in the North Island area of Portsmouth. Admiral Lord Nelson School and Trafalgar School, provide excellent, inclusive education for over 2200 students. Both schools are growing, increasing to over 2300 students in the next two years. In addition, the Trust is in the process of expanding and expects to welcome Mayfield School into Salterns Academy Trust this academic year. Mayfield School is an all-through school with 1400 students aged 4-16 on roll that is embarking on a rapid school improvement journey with the Trust's support.

We are looking to recruit an enthusiastic Apprentice who would be working across the Trust and within our Schools. If you have a passion for Finance and how this can be used to improve the life, chances of young people in a fast-paced education setting then we want to hear from you.

If you are interested in joining our incredible team, we would love to hear from you and we strongly recommend you come and visit our before applying.

### Contact

If you have any questions about the role or would like to arrange a tour, please contact HR - [HR@salternstrust.co.uk](mailto:HR@salternstrust.co.uk)

To apply, please complete the application form that can be found on the Salterns Trust website <https://salternstrust.co.uk/careers> Please submit completed applications to: [HR@salternstrust.co.uk](mailto:HR@salternstrust.co.uk)

**Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.**

The Salterns Academy Trust and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will **be subject to Disclosure and Barring checks along with other relevant employment checks including an online check.**

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

**Working within a School is exempted from the Rehabilitation of Offenders Act 1974.**

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e., that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/disclosure-and-barring-service-checks)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands, and youth cautions will no longer be automatically disclosed on a DBS certificate.
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.