



GUIDANCE NOTES FOR APPRENTICESHIP APPLICANTS

COMPLETING THE APPLICATION FORM

Note

The Job Description and Supporting Questions can be found on the pages below.

Please ensure you answer the questions using the Supporting Information section on the application form.

To be eligible for an apprenticeship, you must be:

- 16 or over by the end of the summer holidays
- Living in England
- Not in full-time education at the time of applying
- if you are a non-UK citizen, you must have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship

The job application plays a very important part in the selection process and will be used as the basis for shortlisting candidates for interview.

Make sure the information you provide is clear and accurate and that you submit your application by the closing date and time stated on the advert.

Personal details

Ensure that you fully complete this section and include your address, email address and a contact telephone number.

Referees

Complete details for both references who should not be related to you. If you are a school or college leaver, please give us the contact details of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Referees will not be contacted without your permission.



Education, qualifications, memberships and training

Give details of your education, qualifications as well as any professional memberships or other training you have attended.

Employment

If relevant, start with your most recent job, give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. We reserve the right to contact former employers to verify information contained in your application.

Supporting information

Use this section to answer the questions given in the section below.

You may also wish to add additional information and provide examples, where possible, of skills, abilities, knowledge and experience outlined in the job description.

Include everything that is relevant – training and experience gained through out of work activities – as concisely as possible.

Be as specific as possible, we cannot guess or make assumptions, we will assess your application solely on the information provided.

Additional Information

Answer the questions in this section accurately and also advise us of any dates you are not able to attend for interview.

If you are shortlisted for interview, you will be asked to provide confirmation of your right to live and work in the UK.

Declaration

Read the declaration and tick the consent box at the bottom, **before submitting your application.**

Equal Opportunities form

Read the notes which are provided with the equal opportunities form before completing your application. This form will be kept separate from your job application to ensure that none of the information provided is used in the selection decision.

The information provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.



Offer of employment

Note that any offer of employment made by the City of London Corporation will be subject to receipt of the following documents:

- Proof of identity
- Proof of right to live and work in the UK
- Proof of current address
- Five years' employment history (where relevant)
- Two satisfactory references
- Satisfactory Disclosure and Barring Service (DBS) clearance (when required for the role)
- Medical assessment (which may include a medical examination by a Doctor named by the City of London Corporation)



Job Description

Job Title Finance apprentice

Department City of London Schools Shared Services (CLS, CLSG & CJS)

Grade Level 2 apprenticeship

Location City of London School, City of London School for Girls and City Junior School

Responsible to Senior Finance Officer

Purpose of Post

To provide Finance support in relation to the accounts receivable and accounts payable aspects of the school's finances. Main Duties & Responsibilities Maintain the School Fees system including:

- Processing fee billing, including bursaries/scholarships and other awards.
- Processing charges for school meals, examinations and other "extras"
- Receipting money received from parents on the finance software, against fee accounts.
- Taking card payments
- To exercise credit control regarding amounts owing to the school.
- Processing cheques and cash received for banking when required.
- Regular reconciliations of parent fee accounts.
- Providing administrative support in a number of other areas including:
- Answering telephone calls and dealing with routine mail and e-mails
- Filing papers and maintaining the office files
- Pupil lunches • School Trips
- Other routine office administration as required including raising purchase orders for goods and services and receipting on CBIS.

Providing cover for other members of the Finance Team if required. Any other ad-hoc duties as required.

The Post Holder will actively seek to implement the City of London Corporation's Equal Opportunity Policy and City of London Corporation's objective to promote equality of opportunity in relation to their duties of their post.

The post-holder's responsibility for safeguarding and promoting the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the Second Master.

Revision of the Job Description According to the development and requirements of the school, job descriptions will need to be revised and updated periodically, after consultation with the Post Holder.

To take any other duties that may reasonably be requested appropriate to the grade.



Supporting Questions

Include everything you think is relevant to answer the supporting questions below illustrating your skills, knowledge and experience. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided.

Please enter your answers to the following questions in the Supporting Statement section on the application form.

Question 1:

What do you know about the City of London Corporation Schools?

Question 2:

What interests you in this role this role?

Question 3:

What skills do you think you can bring to the role?

Question 4:

What interests you about an apprenticeship?

Question 5:

Please provide your personal statement to identify your strengths and other transferrable skills and personal interests (250-500 words)