# The Treehouse School

Is a unique small independent village school with currently 15 children serving a community of families who care about the education and well-being of their children. Behaviour and manners in the school are outstanding and there is a small team of staff who know their children well and challenge them to really be the best that they can be.

The school is run by a charity, The Treehouse Trust, which was established in 2011. We celebrated our 10th birthday after opening in September 2022.

We recognise that we need talented and dedicated people, who are ambitious for the children they work with, to help them reach their full potential. Our small, successful team have earned a very strong reputation in the community, and aim to spread this in the wider primary sector.

# General Duties

At The Treehouse, we pride ourselves on providing a safe and happy environment where young people can flourish and we want to send every young person onto the next stage of their education fully prepared as independent learners. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks and references.

We look forward to receiving your application.

# The Role

To be the Trustee with responsibility for finance.

# Work in partnership

To work alongside our small team of staff, Trustees, Parents, and Volunteers. Also liaise with the Trust’s Accountant.

# Responsibilities of a Treasurer

* To complete all the legal requirements of becoming a Trustee for the Treehouse Trust.
* To attend 3 annual meetings of the Board of the Treehouse Trust (one per half term).
* To attend 3 annual Strategy Meetings with members of the Board and other staff (one per half term).
* To produce a working set of management accounts for the Trust as well as official accounts for HMRC and Companies House.
* To attend Trust events and assist with fundraising.
* To promote inclusion and be a role model for the Trust.

# Selection Criteria

The successful candidate will:

* Have or obtain an Enhanced DBS Certificate
* Be trustworthy
* Be sensitive
* Be discrete

Desirable

The successful candidate will have:

* Previous experience of working with bank accounts, xcel spreadsheets and accounts .
* The ability to take initiative.
* The ability to work alongside a range of professionals and families.
* Previous experience of working in a flexible way.

# Hours and salary

This post is voluntary.

**Reasons to apply:**

You are seeking great job satisfaction, and recognise this in our setting.

Your drive is delivering the best for children and a love for the Trust’s ethos.

You are confident in your capacity to make a difference.

**Not for you if:**

You perceive the school to be a comfortable place to work because of the setting and catchment.

You need a long time to settle before really getting down to business.

You are looking for somewhere to develop a career that has gone a little awry.

You need things to be predictable and stable week-to-week.

**GENERAL POINTS**

The Treehouse Trust is an equal opportunities employer.

Applicants should be aware that we operate a non-smoking policy on site.

**The Treehouse Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to child protection vetting process along with all other relevant employment checks.**

**Terms & Conditions**

The Treehouse Trust employs staff on the condition that there is a maximum 26 week probationary period for new employees.

**Closing date for receipt of completed application forms is Monday 19th December 2022 at 10:00 – we reserve the right to close applications early should we receive a high number of applicants.**

We look forward to receiving your application.