



Finance Administrator

Salary: G4 (G5 exceptional)
Status: Permanent, 25 hrs per week Term time only
Start Date: April 2023 (or earlier if possible)

Whitchurch Primary School & Nursery is a four form entry school, situated in the London Borough of Harrow. We want the very best for every child in our school and as staff we work hard to ensure our children and families well supported. Our school operates from a large site and prides itself on offering a range of additional services such as enrichment clubs, childcare and community lettings. At the very core of our school is our fantastically skilled and dedicated administrative team. Whitchurch is a larger than average primary and we are creating this new role to ensure our School Business Manager has the financial support to provide leaders and governors with up to date financial information. The post holder will work alongside the SBM to manage the day to day school finances, support in planning budgets, and provide support to the HR Officer in terms of salaries & payroll. We are looking to appoint a flexible, committed, well organised and highly effective communicator to join our established team.

Candidates should have proven financial management background (some experience working in educational finance would be desirable but not essential).

Do you have:

- Experience of managing financial management IT systems (FMS)
- Experience of working in a school support setting
- an excellent communicator
- High effective data inputting skills which include (word, excel and financial management systems)
- A flexible 'can do' attitude

We will offer you:

- Joining an established and high-skilled business management team
- Support from an experienced School Business Manager and HR Officer
- On-going training and CPD
- A coaching and mentoring system of line management
- An excellent working environment working alongside a high engaged and supportive leadership team

If you are an experienced finance administrator looking for new challenges in a supporting work setting and believe Whitchurch is the right school for you, we would be delighted to discuss the position further

For an informal discussion please contact: Seema Supeda, School Business Manager at: finance@whitchurchprimary.harrow.sch.uk. We would strongly recommend booking a visit to the school to discuss the position. To arrange a visit email the School Business Manager.

Closing date: Monday 20th February 2023 – noon

Shortlisting: Monday 20th February 2023 – pm

Interviews: Thursday 23rd February 2023

Further information and application packs are available on our website:

www.whitchurchprimary.harrow.sch.uk – Our School/ Vacancies. Application by letter and completed application form to Personnel, Whitchurch Primary School & Nursery, Wemborough Road, HA7 2EQ. Telephone 020 8951 5380 or emailed to personnel@whitchurchprimary.harrow.sch.uk

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references, medical clearances, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. We are an equal opportunities employer.

*Whitchurch Visions & Values: Learners today, leaders tomorrow
Our core values: respect, responsibility, resilience, honesty, generosity, aspiration*