



The Forest School

The Forest School
Robin Hood Lane
Winnersh, Wokingham
RG41 5NE

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Headteacher
Ms Shirley Austin B.Ed.(Hons); B.A.(Hons);
B.Sc.(Hons)

Finance Assistant

Term Time (190days) - 9:00-14:30, Monday to Friday (25 hours per week)
Grade 3 scale point 5, FTE £25,584 per annum - Actual Salary £14,112.84 per annum
To start: As soon as possible

Due to the continued growth and expansion of the school, we are looking to appoint a Finance Assistant to join our friendly and supportive team.

As our Finance Assistant, you will play an important role in supporting the school's financial operations. Your responsibilities will include processing purchase orders, raising invoices, making payments, managing Scopay payments, credit card expenses, free school meal applications and assisting with the preparation of monthly and annual accounts.

We are looking for a knowledgeable and enthusiastic team player with excellent communication skills, strong IT proficiency and a keen eye for detail. Previous experience in finance or accountancy is preferred, and accounting qualifications would be an advantage. Experience of using accounting software would also be beneficial, although full training will be provided.

We became a co-educational school in September 2024 for Year 7 and are now three years of co-education from September 2026 (with boys only in Years 10 & 11) and we remain co-educational in Sixth Form. The school has a newly refurbished subject block and subsequently every classroom across the school now has a ViewSonic interactive screen. In addition, we have invested in our all facilities across the school: new heating system, air source heat pumps reducing our carbon footprint, revamped technology including food room, whole school repainted, in addition to sporting facilities; upgraded our indoor swimming pool, invested in our sports hall, all weather pitches: MUGA, an all weather football dome and our new performance and conditioning centre of excellence, available free to staff. The school has made significant investment in its digital infrastructure to support high-quality teaching and learning. All computer suites were upgraded to Windows 11 this year, increasing system performance, strengthening security and improving accessibility across the school. Academically, the school has a positive Progress 8 measure and students achieve above the national average. Our curriculum is carefully planned, well-sequenced and ambitious, with Ofsted (2025) recognising the quality of our curriculum and the breadth of opportunities available to our students

To get a glimpse of our vibrant school community and facilities, check out our school video [\[here\]](#), showcasing our students, staff, and the dynamic environment you'll be a part of.

The Forest School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced Disclosure & Barring Service clearance being received.



The Forest School Academy Trust, a charity and limited company registered in England and Wales under company number 08563159, registered office The Forest School, Robin Hood Lane, Winnersh, Wokingham, Berkshire, RG41 5NE



For all information, please visit the [school website](#), and to apply please complete the Support Staff Application Form returning it to <mailto:recruitment@forest.academy>. Unfortunately, CVs will not be accepted.

The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

Please apply as soon as possible as shortlisting/interviews will be ongoing up until the closing date. Should a suitable candidate be appointed, the advert may close early.

The school will complete online searches on all shortlisted candidates and reserves the right to do so on receipt of all applications.

Please make sure to complete and upload the official Forest School Support Staff Application Form. Unfortunately, we are unable to accept applications submitted in any other format.

CLOSING DATE FOR RECEIPT OF APPLICATIONS is Thursday, 16th July at 9am. We intend to interview on receipt of applications and reserved the right to recruit and close the process earlier should we find a suitable candidate.

It is our normal procedure to request references on shortlisted candidates prior to interview.

The Forest School Support and Professional Development

A range of support and professional development opportunities are available at The Forest School from working with all other local schools through the secondary federation, the local School Alliance Association and Wellington College. We offer many staff CPD opportunities through the National Qualifications. CPD and Staff wellbeing are highest on our agenda.

- Highly effective behaviour and inclusion system with a supportive Centralised detentions to reduce teacher workload
- Superb CPD including from our outstanding 'Teaching and Learning Team'
- OFSTED 'good' (June 2021)
- Friendly and supportive working environment
- An active Staff Association and wellbeing team
- A comprehensive Induction programme for ECTs and new staff Allocation of a professional mentor (ECTs)
- A comprehensive CPD opportunity with National Qualifications
- Free admission to the school performance and conditioning centre of excellence
- Access to child care voucher scheme
- Access to tech and bike scheme

Please note, we may consider and interview as applications are received; we have the right to appoint a suitable candidate on receipt of application. This is policy procedure as we are aware of the competitive market and wish to recruit the correct person. Submissions from agencies will not be accepted.

We look forward to hearing from you.

Staff Wellbeing at The Forest

Work-Life Balance & Flexibility

- **Birthday Day** – Take a paid day off for a special event during term time
- **Family & Personal Days** – Requests are warmly supported whenever possible
- **Online Parents' Evenings** – Attend from home if preferred
- **No Clock Watching** – You're trusted to manage your own hours
- **Flexible Email Culture** – Respond around your lifestyle; no pressure to be "always on"

Health, Fitness & Perks

- **Free Gym Membership**
- **Free Use of the School Pool** (before school, with others)
- **Annual Flu Jabs** offered on-site
- **Cycle to Work & Tech Schemes**
- **Free Staff Parking**
- **Complimentary Tea & Coffee** – No staff fund needed
- **Home-Made Cakes Every Friday** (yes, really!)

Time & Development

- **Generous PPA/Non-Contact Time**
- **Staff Can Leave Site During PPA**
- **Early Finish Every End of Term**
- **High-Quality CPD** for all career stages, including NPQ programmes
- **Opportunities for Travel** – including learning to ski on school trips

Culture & Community

- **Warm, Supportive Staffroom Culture**
- **Active Staff Social Group** – including Pub Fridays!
- **Open-Door Leadership** – approachable and genuinely supportive leadership at all levels
- **Out of Hours Support** -HT Available to support staff out of hours
- **Confidential Wellbeing Support** always available
- **No Full-Capacity Teaching Loads** – efforts made to protect workload
- **Continually Improving Facilities** to support safe effective teaching



At Forest, we believe that when staff are happy, supported and trusted, everyone thrives – especially our students. Our wellbeing offer is designed to help colleagues balance professional excellence with personal fulfilment

Please note this role includes a shared air conditioned office.

THE FOREST SCHOOL ACADEMY TRUST FINANCE ASSISTANT - JOB DESCRIPTION

Role	Finance Assistant	Reports to	Business / Operations Manager
Purpose	To ensure the effective support for the Business Manager in the day to day operation of the Finance Office.		
Dimensions	Main contacts: Students, Parents, School Staff, Trustees and external professionals	Staff:	Financial/budget:
Accountabilities and main tasks	1. Responsibility for the processing of all purchase orders, invoices and payments for goods and services provided to the school, including the Sixth Form Café, ensuring all expenditure is in accordance with the school's financial procedures. 2. To oversee the receipt of goods, reconcile deliveries to orders, resolve invoice and payment queries, and ensure all expenditure is authorised in accordance with the school's financial regulations. 3. To raise sales invoices and monitor income received, ensuring records are maintained accurately. 4. To administer the school's financial systems, including processing credit card expenditure and maintaining accurate financial records.		

	5. To lead on the school's cashless payment system, including liaising with Tucasi, managing Scopay accounts, registering biometric data, processing online payments and dealing with parent and staff enquiries. 6. To process and monitor Free School Meals applications in accordance with school procedures. 7. To deal directly with enquiries from parents, suppliers and staff by email and telephone in a professional and timely manner. 8. To assist with the preparation of the school's monthly and annual financial information by providing accurate financial data and supporting documentation to the finance team. 9. To assist in the preparation of the quarterly VAT return. 10. To bank all cash and cheques received, ensuring income is recorded accurately and securely. 11. To assist with the school's Chromebook scheme, including administration, payments and parent enquiries. 12. To undertake any other similar duties that may be allocated from time to time. 13. To contribute to the overall aims and targets of the school, support the work of colleagues across the school and attend and participate effectively in relevant meetings as required.	
Person specification		
Criteria	Essential	Desirable
Knowledge/Qualification:	Good numeracy	An AAT qualification or equivalent financial/bookkeeping qualification is desirable. Knowledge of accounting packages (Access Finance - desirable but not essential)
Experience	Finance experience. Experience of working within a busy, diverse environment.	Experience of working in a school would be an advantage.
Skills/Abilities:	Excellent IT skills; use of Word, Excel. Good general communication skills and telephone manner. Numerical accuracy. Attention to detail. Good organisational skills; able to prioritise workload. Able to identify customer needs quickly and deal effectively with enquiries. Tact, diplomacy, confidentiality and sensitivity. Ability to set up and maintain record and filing systems.	Ability to use Google docs. Knowledge of Tucasi, Access Finance.
Personal attributes:	A flexible approach to work. A sense of responsibility. Tact, diplomacy and being able to maintain confidentiality. Integrity. Good team player. Commitment to continuing professional development; willingness to learn. Able to identify own training needs and actively seek learning opportunities.	

Special factors:	To follow statutory guidance and school policies including child protection and safeguarding. Any other duties as reasonably required by the Headteacher.	Driving licence with business insurance cover.