



DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk



Finance and Operations Administration Assistant
Grade 4, Scale 7-10 (£29,487 - £30,771 – 1 FTE)
Full time
35 hours per week

Start Date: As soon as possible

Drayton Manor High School is looking to appoint a Finance and Operations Administration Assistant to work as part of the Finance and Data Support Teams to start as soon as possible.

The role includes the requirement to deal with financial processes, student performance and other confidential administrative tasks. The successful applicant will be enthusiastic, hard-working and will have strong organisational and communication abilities. A full range of duties and responsibilities can be found in the job description.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our school motto of '*Nec Aspera Terrent - hardships do not deter us,*' is at the heart of our ethos and we live this vision every day in our work with our students and everything that we do.

Candidates who have extremely high expectations and are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

Student achievement is high with our most recent provisional progress score at GCSE placing us in the top 10% of schools nationally.

We offer

- the opportunity to work for an organisation which is values driven and places our students at the centre of everything we do
- the opportunity to work with fantastic students who are aspirational and driven to succeed
- access to high quality CPD and support with career progression
- magnificent buildings and an attractive and harmonious working environment
- an exciting opportunity to be involved in shaping the future direction of the school

The closing date is 12 noon, Friday 18 July 2025

Interviews will take place from the week commencing Monday 21 July 2025

Start Date: As soon as possible

Drayton Manor is committed to safeguarding and promoting the welfare of all children and young people. We recognise that this is an integral factor in recruitment and selection and is an essential part of creating safe environments for all children and young people. We expect all staff and volunteers to share this commitment. Applicants will undergo enhanced child protection screening relevant to the post, including checks with past employers and the Disclosure and Barring (DBS) Service.

We reserve the right to make an appointment before the closing date, so early applications are encouraged. *No agencies or CVs.*