

Gateways School
Harewood
Leeds
West Yorkshire
LS17 9LE

A photograph of a teacher and a student working together at a desk in a classroom. The teacher, a woman with long brown hair, is leaning over the desk, looking at a book or paper. The student, a young girl with red hair and freckles, is smiling and looking at the same book. They are both wearing lanyards with 'GATEWAYS' written on them. The background shows a classroom with a blue wall and a window.

A career at Gateways School



GATEWAYS
SCHOOL

About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.

Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **Growth, Wellbeing & Success**.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.



Growth ♦ **Wellbeing** ♦ **Success**

Assistant Finance Officer

Introduction

We are seeking a proactive and detail-oriented Assistant Finance Officer to join our Finance Department.

This is a fantastic opportunity to play a key role in supporting the financial operations of our school, ensuring accuracy and efficiency across all processes.

The closing date for applications is Monday 19th January 2026 at 8am.

Key Conditions

- ❖ 9am – 4pm, Monday to Friday
*Working hours may be negotiable for the right candidate
Please state in your cover letter your preferred working hours*
- ❖ £26,000 per annum, paid pro rata *(Actual £21,531)*
- ❖ 28 days annual leave
In addition, the post benefits from additional holiday over the Christmas shutdown
- ❖ Permanent position
- ❖ Six months probationary period



Staff benefits* include

- ❖ Free lunch during term time
- ❖ CPD packages
- ❖ Fee remission for eligible children
- ❖ Cycle to work and electric car scheme
- ❖ Enhanced 5% employer pension contribution, including 4 x death in service benefit
- ❖ Access to a staff wellbeing room and an employee assistance programme

**subject to eligibility*

Job Description

Reporting to: Financial Controller

Key responsibilities

- Operate all aspects of the purchase ledger, invoice approvals, coding and input.
- Daily and monthly bank reconciliations.
- Manage the group Finance inbox.
- Preparing monthly, weekly and ad hoc payment runs.
- Facilitating the ordering and procurement of stock for staff and ensuring stationery is stocked.
- Assist the Finance Officer with the billing process, taking ownership of multiple recharge items.
- Reconciling the credit card statements, posting all charges to the ledger and ensuring that cards don't exceed their credit limits.
- Assist with administrating the FEEE portal.
- Managing petty cash.
- Assist with the Financial and Administration elements of school events and trips and Evolve administration.
- Assit with pension file uploads to provider systems.
- Provide holiday cover for the Finance Officer as required.
- Assist with financial projects.
- Ad hoc administrative tasks for the wider School.
- Any other financial duties as required by the Financial Controller.

General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings and staff briefings.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School. Job descriptions are reviewed as part of the appraisal process.

Person Specification

Qualifications

- (E) A* - C English and Maths GCSE (or equivalent/above).
- (D) Additional and relevant academic qualifications related to finance.
- (D) Currently studying towards a financial qualification.

Experience

- (E) Experience in an administrative/similar role.
- (E) Experience in a customer service role.
- (E) Experience dealing with complex queries.
- (D) Experience using financial packages.
- (D) Experience in a financial role.
- (D) Experience working in an educational setting.

Specialist Knowledge

- (E) Excellent IT skills, including advanced Excel.
- (D) Underpinning knowledge of financial procedures and controls.
- (D) Excellent understanding of general office procedures and practice.
- (D) Knowledge of relevant financial regulations to carry out financial transactions.

Safeguarding

- (E) Commitment to safeguarding and promoting the welfare of young people.
- (E) Understanding of the importance of safeguarding and child protection.
- (E) Ability to maintain appropriate relationships and personal boundaries with children and young people.

Skills

- (E) Excellent numeracy skills including the ability to explain, produce and present complex information to non-specialists.
- (E) Effective oral and written communication skills.
- (E) Accurate data entry/retrieval from information systems.
- (E) Establish and maintain accurate records using both manual and electronic systems.
- (E) Highly developed planning, organisational, analytical and customer service skills.
- (E) High levels of confidentiality, sensitivity, diplomacy and tact, particularly when dealing with personnel issues.
- (E) Excellent attention to detail.
- (E) Strong interpersonal skills both in working relationships and with young students, and in forming effective professional relationships with a wide range of contacts.

Personal Qualities

- (E) Work well as a part of a team, as well as on your own initiative.
- (E) High levels of honesty and integrity.
- (E) Flexibility and willingness to be adaptable in addition to being accessible, approachable and demonstrating an enthusiastic attitude.
- (E) Willingness to constructively challenge own performance to continually improve performance.
- (E) The flexibility to respond to the challenge of change.

Key

- (E) – Essential
- (D) – Desirable

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.



Further information



How to Apply

[Click here](#) to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to jobs@gatewaysschool.co.uk

Application Deadline: Monday 19th January 2026 at 8am.

Enquiries

Please contact Rhiannon Morris, PA to the Head

E-mail: jobs@gatewaysschool.co.uk

Tel: 0113 824 2770

Policies

[Click here](#) to visit our website and view our policies, including our Safeguarding policy.

[Click here](#) to visit our jobs page and view our Safer Recruitment policy.

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).



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