



**TAPESTRY  
LEARNING  
PARTNERSHIP**

JOB OPPORTUNITY

## Finance Assistant

### Queen Elizabeth's Grammar School, Ashbourne

Fixed Term Contract until July 2027

20 hours per week, 39 weeks per year

Pay Scale 4: £12,483 - £13,295 pro rata (£26,736 - £28,475 FTE)

### Join us on an exciting journey of transformation and excellence.

At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes.

### About the Role

The Finance Assistant supports the effective financial operations of Queen Elizabeth's Grammar School, contributing to the Trust's values of Integrity, Care and Excellence. The role includes procuring goods and services, processing purchase orders and invoices, maintaining financial records, supporting income collection and school activities, and administering online payment and lettings systems. The post holder works closely with Trust colleagues, ensures compliance with financial procedures, and provides general administrative support, requiring strong organisation, accuracy and a professional, team-focused approach.

### Who We're Looking For

We are looking for a motivated and meticulous Finance Assistant who brings strong practical finance skills and a high level of ICT competence, including confident use of Microsoft Office applications. The ideal candidate will have excellent numeracy and literacy skills, strong organisational abilities, and the capacity to work both independently and as part of a supportive team. They should be professional, reliable, approachable, and able to meet deadlines while maintaining accuracy under pressure. Knowledge of accounting systems, purchase order processes, and spreadsheets is essential, along with the flexibility, enthusiasm and commitment needed to support the school's financial operations and uphold high standards of confidentiality, safeguarding, and professionalism.

### About Queen Elizabeth's Grammar School

Queen Elizabeth's Grammar School is a highly regarded selective school set in the heart of Derbyshire. With a strong academic tradition and a clear focus on personal development, QEGS provides an inspiring and supportive environment in which pupils are encouraged to achieve their full potential.

The school's academic ambition goes hand in hand with a strong focus on care, character, and opportunity. With a supportive ethos and a track record of excellent results, it provides a stimulating learning environment that nurtures curiosity, resilience, and confidence. Students benefit from high-quality teaching, a wide range of enrichment activities, and a warm, inclusive community that values every individual.

## Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Sarah Smit on 01335 343685 ext. 11768.

Further details about our school can be found on our website:

<https://www.queenelizabeths.derbyshire.sch.uk>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

# JOB DESCRIPTION

<b>Post Title:</b>	Finance Assistant
<b>Reporting to:</b>	P.A to the Headteacher
<b>Grade:</b>	Pay Scale 4
<b>Disclosure Level:</b>	Child Workforce - Enhanced, Children's Barred List

## Purpose of the Post

The purpose of the Finance Assistant post is to support the effective and compliant financial operations of Queen Elizabeth's Grammar School by ensuring that purchasing, invoicing, income collection, financial records, and associated administrative processes are carried out accurately and efficiently. The role underpins the smooth running of the school's finance function by processing purchase orders and invoices, maintaining stock and financial records, overseeing payments and income, supporting school trips and activities, and administering key systems such as lettings and online payments. The post also ensures adherence to Trust financial policies, provides reliable support to colleagues, and contributes to the wider aims of the school through accuracy, organisation, and a professional approach.

## Key Duties and Responsibilities

- Procure goods/and or services for the school, ensuring the highest value for money from financial resources;
- Process purchase orders for goods and/or services;
- Check all deliveries and Good Receive in the system, updating inventory and stock trackers for assets and equipment accordingly if required
- Pass invoices for goods and/or services received through for payment;
- Process staff expense claims and claims for additional hours for checking by P.A to the Headteacher;
- Administer the school's lettings;
- Liaise with the Trust to ensure all income due to the school is collected in a timely manner;
- Oversee the financial aspects of school trips and other activities;
- Maintain the school's on-line payments system;
- Be responsible for all monies received by the school for school meals, trips and other activities, banking cash and cheques in a timely manner;
- Maintain the school's stock records;
- Ensure all financial records are retained in accordance with the Trust's requirements;
- Ensure compliance with the Trust's financial policies and procedures at all times;
- Co-operate with the Trust, its auditors and other external regulators;
- Support School events as required.
- Provide general administrative support

- Deal with routine enquiries;
- Assist with the management of fund accounts and report any concerns to the P.A to the Headteacher
- Ensure consistent implementation of the internal financial control framework and other financial policies and procedures

## General

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Maintain an awareness of and adherence to statutory safeguarding guidance
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities
- Carry out the duties of the post in compliance with the Trust's Equalities Policy
- Understand and comply with all other relevant school policies
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Trust's Appraisal Policy and professional development and supervision arrangements
- Undertake any necessary training associated with the duties of the post
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post

# Person Specification



Post requirements	Essential	Desirable	Evidence and Assessment
<b>Qualifications</b>			
NVQ Level 3 or equivalent	✓		Application form, certificates
Willingness to undertake an accountancy qualification such as AAT		✓	Application form, certificates
<b>Experience</b>			
Good standard of practical knowledge, skills and experience of finance related work	✓		Application form, references, Interview
High Level of ICT skills and experience of all Microsoft Office Suite applications	✓		Application form, references, Interview
Minimum of 1 years' experience in finance related work		✓	Application form, references, Interview
Previous administrative work experience within a school/college environment		✓	Application form, references, Interview
Knowledge of accounting systems, manual and computerised	✓		Application form, references, Interview
<b>Knowledge</b>			
Purchase order systems	✓		Application form, references, Interview
Good working knowledge of spreadsheets and databases	✓		Application form, references, Interview
Experience of working in a finance environment		✓	Application form, references, Interview
Experience of working in an educational setting		✓	Application form, references, Interview
<b>Skills</b>			
Excellent numeracy & literacy skills	✓		Application form, references, Interview
Self-motivated and able to work constructively as part of a team or independently	✓		Application form, references, Interview

Meticulous	✓		Application form, references, Interview
Honest and reliable	✓		Application form, references, Interview
Good organisational skills	✓		Application form, references, Interview
Ability to work to deadlines and methodical approach to working under pressure	✓		Application form, references, Interview
Professional & friend approach	✓		Application form, references, Interview
Comfortable with young people	✓		Application form, references, Interview
Professional, tactful, confident	✓		Application form, references, Interview
<b>Personal qualities</b>			
Ability to work flexibility in order to meet the demands of the job at particular times of the year	✓		Application form, references, Interview
Enthusiastic, hardworking and assertive	✓		Application form, references, Interview
Excellent attendance and timekeeping records	✓		Application form, references, Interview
Flexible and adaptable	✓		Application form, references, Interview
Meet deadlines and respond to unplanned situations	✓		Application form, references, Interview
Self-motivated with the ability to multitask	✓		Application form, references, Interview
Commitment to the highest standards of child protection	✓		Application form, references, Interview
Recognition of the importance of personal responsibility for Health & Safety	✓		Application form, references, Interview
Desire to enhance and develop skills and knowledge through CPD		✓	Application form, references, Interview