



Stanborough School
A Mathematics and Computing Academy

Lemsford Lane
Welwyn Garden City
AL8 6YR
www.stanborough.herts.sch.uk
Headteacher: Mrs M John

Finance Officer
Start Date: September 2024
Full or Part Time, term time only

H4 to H5 depending on experience

£24,582 - £28,023 inc. fringe per annum pro rata

Salary Example - 37 hours term time only: £20,554 – £23,432 per annum

We are looking to appoint a Finance Officer to join our Finance team. Assisting the Finance Manager in the day-to-day financial administration you will provide a support to the whole school staff, students and parents and therefore a friendly and efficient attitude is essential.

The successful candidate must possess a willingness to learn and be confident in Microsoft Word and Excel, well organised, with a “can do” approach, excellent attention to detail and highly self-motivated. Previous experience of working in a school finance position would be an advantage but it is not essential as training and support on our financial software will be provided.

We were delighted to be awarded a ‘Good’ rating by Ofsted in March 2023, this recognises the hard work and progress made by all in the school. Prospective candidates are encouraged to read the full report available on our website at <https://stanborough.herts.sch.uk/wp-content/uploads/2023/01/2023-OFSTED-Report.pdf>. This is an exciting time to join Stanborough School as, founded on our values and a belief in ‘success for all’, we continue on our journey towards ‘Outstanding’.

For an informal discussion about this full or part time post prior to application please contact Karen Ashley, School Business Manager, on 01707 321755 or email kashley@stanborough.herts.sch.uk

Applications are invited via the MyNewTerm portal <https://www.mynewterm.com/school/Stanborough-School/137847>. Further information is also available on our website: <https://stanborough.herts.sch.uk/vacancies/staff-vacancies/>

Closing date: Tuesday 6th August 2024 at 9am

Interview date: week commencing 12th August 2024

Prospective candidates are encouraged to apply as soon as possible as we reserve the right to call candidates for interview and appoint before the closing date

Stanborough School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post holders are subject to safeguarding checks including references and a satisfactory enhanced Disclosure and Barring Service (DBS) check. Please note that this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974

Tel. 01707 321755 Email: recruitment@stanborough.herts.sch.uk

