



Finance officer

Whaddon Church of England School are looking for an organised and enthusiastic Admin/Finance Officer to join our team.

Part-time position- 2 days

40 weeks per year (includes attendance at 5 inset days and 5 days in holiday time)

Salary Type: Bucks pay 2-3 (depending on experience)

Salary details: £ pro-rata

Contract type: Permanent

Hours: 2 days per week (12 hours).

Closing date: 5th October 2023

Interviews to be held: Monday W.C 11th October 2023

Please note that we reserve the right to offer the role sooner than the closing date should the right candidate arise.

About us

Whaddon Church of England School is a small, village primary school, in the heart of the village, on the border of Milton Keynes.

Within a framework of Christian values and community support, we will ensure that each child, by receiving a meaningful and engaging education, will fulfil their potential, thereby equipping them with the skills to face the challenges of life in the 21st century and a journey of a life-long curiosity and love learning.

About the role

This is an exciting opportunity, for an organised, enthusiastic, Finance and Administrative Assistant, to join our wonderful child focussed village school. You will be expected to undertake the professional duties and responsibilities of a Finance and Administrative Assistant to support the Headteacher and Governors in the operational efficiency of the school finance and business administration function.

For further details, please see the attached job description.

About you

You will:

- Have the ability to communicate clearly with teachers and pupils and stakeholders i.e. parents.
- Have the ability to remain calm and prioritise in time-pressured situations
- Be committed to working as part of a dedicated team to secure the best outcomes for our children and wider communities
- Be self-motivated, efficient, organised and flexible- with experience of working in a busy office environment

• Other information

Please contact Mrs Sarah Prior to arrange a school visit. Applications to be sent via email: office@whaddon.bucks.sch.uk 01908 501719.

Whaddon Church of England School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check, a declaration that neither they, nor anyone who lives in the same household, are a disqualified person under the Childcare (Disqualification) Regulations (2009) and other necessary checks. We are an equal opportunities employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions 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 2020).

For further information on filtering please refer to [Nacro guidance](#) and the [guidance issued by the Ministry of Justice](#) (see, in particular, the section titled 'Exceptions Order').

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All shortlisted applicants will be required to complete self-disclosure form and return prior to interview.