

George Stephenson High School

Appointment of Finance Assistant

Permanent Contract

APT&C Grade 5 (£27,274 - £28,153 pro rata)

Part-time, number of hours negotiable
(52/52 weeks)

Dear Applicant

Thank you for taking an interest in this position at our school. The information provided is intended to help you decide if we are a school you would like to join. I would also encourage you to look at our website (www.gshs.org.uk) which contains information that will give you a flavour of our achievements and ethos.

George Stephenson High School is an 11-18 Trust School of 1204 students, 112 of whom are in the Sixth Form. We also have 36 guest pupils in the Sixth Form from our collaborative partner school. We have 134 staff, 80 of whom are teachers, 54 are associate/support staff. Our school has a really positive ethos, with very strong pastoral and academic guidance and a real emphasis on learning in everything we do. I genuinely believe the support, care and welfare of our students is second to none. This school is and will always be a fully inclusive school which puts the students at the very centre of all that it does. We want it to be a school that is always a happy, safe and enjoyable place to be. Further to that we want the school to be at the very heart of the local community and to become the school of choice of all who live here.

At George Stephenson High School, we believe we offer the best education possible for all of our young people, as well as a warm and friendly atmosphere. We value the individual differences of our students, encourage them to succeed in everything they do and help them to become caring, confident and responsible young people. We strive to achieve this through providing excellent teaching, fostering the very best relationships, having a personalized and enriched curriculum, having the highest aspirations for all of our students and developing strong partnerships. We also want the school to be at the very heart of the local community and to be the school of choice of all who live here. We are a popular, inclusive and oversubscribed school that is central to our community.

The level of communication with and support from parents is excellent. We have a regular and well-attended Parents Forum and a wide range of evening Parental Engagement events are held. Attendance at Parents Evenings was over 80% last year – this figure has increased every year for the last five years. Over 500 parents filled in the survey we administer on these evenings and the results were very positive indeed. 97% feel their child is happy here, 98% feel they are both safe and make good progress, 99% feel they are well taught here, 98% feel the school is well led and managed and over 95% would recommend our school to another parent. We are delighted that so many parents are choosing our school and are so positive about it and we believe that this shows a great deal of support from our local community.

We are proud to share that our March 2025 Ofsted inspection confirmed George Stephenson High School as a warm, respectful, and inclusive environment where students feel safe, supported, and inspired to achieve. Inspectors praised our calm and purposeful learning atmosphere, ambitious curriculum, and strong focus on responsive, inclusive teaching. Our provision for students with SEND was highlighted as a key strength, alongside our thriving sixth form and rich extracurricular offer. Ofsted also recognised the positive staff culture, underpinned by strong leadership, a focus on well-being, and a commitment to professional development. This report reflects our shared ambition to help every student flourish both in and beyond the classroom.

The school is organised into year groups which are split into a number of separate tutor groups. Each year group has a full time non-teaching Guidance Manager who stays with the year group from Year 7 to Year 11 and so gets to know every student very well. Guidance Managers are generally the primary point of contact for parents wishing to discuss progress or problems with the school. They support the work of the form tutors and deal with difficulties referred to them by the tutors or subject staff, as well as recognising and rewarding all positive aspects of students' life in school. Each year group is also supported by a teaching Achievement Support Coordinator who acts as a mentor to students of all abilities. The tutor groups, under the leadership of the Guidance Manager, remain together with the same form tutor through years 7 to 11, meeting for registration periods daily, and in some subjects are taught as a class group in the younger years. A strong sense of coherence and team working is developed over these years. The form tutor has day to day responsibility for our students' welfare whilst they are in the school and have a very important role to play in helping them to settle into their new school. They also closely monitor and track their academic progress, support them to reach their targets and help detect and solve any problems which may arise.

The postholder will work under the direct line management of the Finance Officer and School Business Leader, who will provide guidance, oversight and support. Day to day responsibilities will involve working closely with colleagues within the Finance Department to ensure the smooth, accurate and efficient operation of the school's financial processes, including purchasing, payments, income collection and record keeping. Regular communication and effective teamwork with colleagues across the school are essential, as the postholder will act as a key point of contact for finance related queries from staff, budget holders, parents, carers and suppliers.

This is a permanent, part-time position, worked all year round (52 weeks per year). Previous experience of working within a school environment is essential, while familiarity with a school Management Information System would be advantageous but is not essential as full training will be provided.

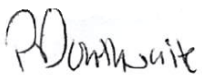
If you are organised, accurate and enjoy working with numbers, and would like to be part of a friendly, supportive and hardworking team, we would be delighted to receive your application. This role offers an excellent opportunity to develop your skills and experience within a successful and welcoming school community while making a valuable contribution to the education and wellbeing of our students.

We have made real progress over recent years and are proud of what we have achieved so far. However, we know that we have the capacity to improve still further. We are a forward looking school, committed to giving our students the best possible educational experience. Although increasingly successful, we are not a complacent school. There are many aspects that we can improve further and our challenge is to do this without compromising our existing strengths. George Stephenson High School is a great place to work, with fantastic staff and talented students. I hope you are enthused by the enclosed information and choose to apply.

Please submit a letter of application (no more than two sides of A4) and a completed application form, for the attention of Mrs Angela Cowen (Headteacher's PA), by **12 noon on Tuesday 8th December 2026**.

Please note that CVs will not be accepted on their own. In line with Keeping Children Safe in Education, references may be requested before interview and online searches may be carried out on shortlisted candidates.

Yours sincerely



Mr. Peter Douthwaite
Headteacher

Finance Assistant – Permanent

GRADE/SALARY:	APT&C Grade 5 (£27,274 - £28,153 pro rata)
CONTRACT:	Permanent
WORKING HOURS:	Part-time, number of hours negotiable (52/52 weeks)
JE CODE:	AT1
RESPONSIBLE TO:	Finance Officer and School Business Leader

Purpose of the Role

To assist with the organisation and delivery of financial support across the school, enabling the effective and accurate management of finances and supporting the achievement of the school's priorities.

The core functions of the role are the administration and reconciliation of the School Fund, together with the administration and record keeping associated with grant funding received by the school. Working as part of the Finance team, the postholder will process financial transactions, maintain purchase and sales ledgers, support the collection and banking of income, and maintain accurate financial records in accordance with the school's and Local Authority's statutory requirements. The postholder will also act as a point of contact for finance related queries from staff, budget holders, parents and suppliers. Full training will be provided in the school's finance systems and procedures.

This is one of two Finance Assistant posts within the Finance team, with responsibilities shared across both roles. The postholder will work closely with the other Finance Assistant to undertake tasks delegated by the Finance Officer, sharing workloads, keeping each other informed of progress, and providing mutual cover to ensure deadlines are met and the work of the Finance team continues efficiently and effectively.

Main Responsibilities

All duties are shared between the two Finance Assistants. Tasks will be allocated and prioritised by the Finance Officer, and the postholder will work collaboratively with the other Finance Assistant to complete them.

Core Duties

1. School Fund Financial Administration and Reconciliation

- Take responsibility for the day-to-day financial administration of the School Fund, working alongside the other Finance Assistant.
- Accurately record all School Fund income and expenditure, including trips, activities, donations, fundraising and other non-public funds.
- Collect, check, record and bank School Fund monies, ensuring receipts and supporting records are kept for every transaction.
- Process School Fund payments in line with the school's and Local Authority's financial procedures and authorisation limits.
- Carry out regular reconciliations of the School Fund bank account(s) and cash holdings, investigating and resolving any discrepancies promptly.

- Maintain separate records for individual School Fund accounts (e.g. trips and departmental activities) and provide balances and reports to budget holders and the Finance Officer.
- Prepare the School Fund records for year end and for annual audit or independent examination, assisting the auditor as required.

2. Grants Financial Administration and Record Keeping

- Maintain accurate and complete records of all grant funding received by the school, including conditions of grant, amounts, dates received and deadlines for spending.
- Track and record expenditure against each grant, ensuring it is coded correctly and spent in line with the grant conditions.
- Keep supporting evidence (invoices, payments and other records) organised and available for each grant, so that spending can be clearly demonstrated.
- Reconcile grant income and expenditure on a regular basis, highlighting any underspends, overspends or risks of clawback to the Finance Officer.
- Assist with the preparation of grant returns, monitoring reports and year-end information for funding bodies and the Local Authority's auditors.
- Ensure grant records are retained and archived in line with School and Local Authority and statutory requirements.

Supporting Duties

3. Financial Administration and Processing

- Maintain the purchase ledger, including raising purchase orders, receipting goods and services, processing supplier invoices and preparing the weekly BACS payment run.
- Maintain the sales ledger, including raising customer invoices and ensuring prompt settlement, chasing outstanding debts where required.
- Collect, check, record and bank monies received from students and other sources.
- When required, carry out routine administration and reconciliation of systems including credit cards, staff expenses and school trips, working alongside the other Finance Assistant.
- Process internal recharges and journal transfers within the school budget (e.g. photocopier charges).
- Reconcile discrepancies and liaise with suppliers to resolve invoice and payment queries.

4. Systems, Records and Compliance

- Maintain manual and computerised finance and information systems, using the school's systems.
- Maintain the finance filing system, checking and archiving documents to comply with the school and statutory requirements.
- Ensure adherence to the school's financial policies and procedures, and to internal and external audit requirements.
- Contribute to the planning and development of finance systems, procedures and policies.

5. Budget and Resources

- Assist with the monitoring of budget headings to ensure spend is in line with the agreed budget and complies with financial regulations.
- Assist with the planning, monitoring and evaluation of the school's budget, as directed by the Finance Officer.
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

6. Financial Reporting

- Produce monthly budget monitoring reports for the Finance Officer and School Business Leader, showing income and expenditure against the agreed budget.
- Create finance reports for individual budgets and budget holders, highlighting commitments, remaining balances and any potential overspends or underspends.
- Prepare reports on School Fund accounts, grants and other specific funds, showing income received, spending to date and balances remaining.
- Ensure all reports are accurate, clearly presented, reconciled to the finance system and produced to agreed deadlines.
- Assist with year-end reporting and provide financial information to senior leaders, governors, the Local Authority and auditors as required.

7. Stakeholders' Communication

- Respond to finance queries from staff, budget holders, parents and suppliers, both verbally and in writing, including dealing with more complex queries.
- Support commercial lettings, including liaising with customers, administering bookings and debt chasing, in close coordination with the Site Manager.
- Establish constructive relationships and communicate effectively with suppliers and external agencies.
- Assist the School Business Leader as required.
- Attend and participate in regular team meetings.

Professional Development

- Full training will be provided in the school's finance systems, MIS and procedures.
- Participate in training and development as required to continually improve professional practice.

Working Hours

- Part-time, number of hours negotiable, worked across 52 weeks of the year (52/52).
- The working pattern will be agreed with the successful candidate to meet the needs of the school, with some flexibility required at busy periods such as financial year end.

Additional Requirements

1. Enhanced DBS check from the Disclosure and Barring Service
2. Children's Barred List check
3. Two satisfactory references from current and previous employers (or education establishment if the applicant is not in employment). References for shortlisted candidates may be requested before interview
4. Online searches will be carried out on shortlisted candidates, in line with Keeping Children Safe in Education
5. A fully completed application form (CVs will not be accepted on their own)

General:

This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an **Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Job Holder _____ Date_____

Line Manager _____ Date_____

Headteacher _____ Date_____

PERSON SPECIFICATION

Finance Assistant – Permanent

Area	Criteria Requirement - E = Essential - D= Desirable Assessment by Application =A Interview process = I	R	A
Skills / Knowledge / Aptitudes	• Good numeracy skills, with the ability to accurately manipulate numerical data	E	A I
	• Competent use of Microsoft Office (particularly Excel and Outlook) and other ICT packages	E	A I
	• Knowledge of a broad range of administrative procedures, such as maintaining accurate records, processing paperwork and handling payments or income	E	A I
	• Ability to produce clear and accurate reports, for example summarising data or information in a spreadsheet	E	A I
	• Advanced skills in Microsoft Excel	D	A
	• Ability to organise and manage own workload, prioritise tasks and meet deadlines without constant supervision	E	A I
	• Works in a systematic and orderly manner, following established procedures and financial regulations	E	A I
	• Understanding of confidentiality, data protection (GDPR) and safeguarding requirements	E	I
	• Ability to relate well to staff, parents, suppliers and other stakeholders	E	I
Qualifications and Training	• Level 2 qualification (e.g. GCSE English and Maths) or equivalent qualification or experience in a business-related discipline	E	A
	• Level 3 qualification in a business or finance-related discipline (e.g. AAT)	D	A
	• Willingness to undertake training in school finance systems and procedures (training will be provided)	E	A I
Experience	• Experience of working in a school setting	E	A I
	• Experience of providing administrative or financial support	E	A I
	• Experience of using a school MIS (e.g. SIMS, Arbor, Bromcom)	D	A
	• Experience of using a finance system (e.g. PS Financials or similar)	D	A
Disposition	• Precise and accurate, with strong attention to detail	E	I
	• Able to work on own initiative and as part of a team	E	I
	• Able to work collaboratively with another colleague, sharing tasks and workload	E	I
	• Discreet and able to maintain confidentiality at all times	E	I
	• A friendly, positive and flexible approach	E	I