Finance Assistant

Permanent Contract

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

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

We are seeking to appoint an organised and motivated individual to provide efficient and effective financial and administrative support across the school. The successful candidate will play a key role in ensuring the accurate, secure and effective day to day management of the school's finances, including the School Fund and grant funding.

You will thrive in a busy environment, enjoy working collaboratively as part of a team, and be able to use your own initiative when required. The ability to remain calm under pressure, prioritise competing demands and maintain confidentiality is essential.

Experience of working within a school environment is essential. Knowledge of using a school Management Information System would be advantageous but is not essential as full training will be provided.

George Stephenson High School is a popular and inclusive 11–18 Trust school with over 1,200 students. Our most recent Ofsted inspection recognised the warm, respectful and inclusive culture that exists throughout the school, as well as our strong leadership, commitment to staff wellbeing and professional development, and positive relationships across the school community.

We value the strong partnerships between students, parents and carers, staff and the wider community, and we are proud to be a happy, friendly and welcoming place to learn and work

Please see the job description for more details. To apply, please download an application pack from www.gshs.org.uk and return 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).

Closing date: 12 noon, Tuesday 8th December 2026

George Stephenson High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service. We reserve the right to amend or withdraw this advert at any time.