# Part-Time Finance Officer/Office Manager

35 hours per week
Term time + 3 weeks (41 weeks per year)
Permanent

## Required as soon as possible

Pay Scale H; Point 23 to Point 25; actual salary £30,696.45 to £32,416.38

Email: speacock@chapelgreenschool.org.uk

Headteacher: Emily Severn

We are a maintained SEN school with 201 pupils, supporting children and young people with moderate, severe and profound additional needs. We are committed to providing a safe, nurturing and inclusive environment in which every pupil is valued and supported to achieve their potential.

This is a key role within the school, combining responsibility for the day-to-day financial administration of the school with the effective management of our busy school office.

Working closely with the Headteacher and senior leadership team, you will play an important role in ensuring that the school's financial and administrative systems operate efficiently, accurately and in accordance with relevant policies and procedures.

The successful candidate will be responsible for areas including:

- Managing day-to-day school finance administration, including processing invoices, purchase orders and payments.
- Maintaining accurate financial records and monitoring expenditure against budgets.
- Supporting budget preparation, monitoring and reporting.
- Processing income, banking and reconciliations.
- Liaising with suppliers, contractors and the Local Authority as required.
- Supporting the Headteacher and senior leaders with financial information and advice.
- Overseeing the smooth and efficient running of the school office.
- Supervising and supporting administrative staff where appropriate.
- Managing school correspondence, records and administrative systems.
- Providing a welcoming, professional and efficient service to pupils, parents, staff and visitors.
- Supporting the school with purchasing, contracts, premises administration and other operational matters.
- Ensuring confidentiality and compliance with school policies and statutory requirements.
- Undertaking other appropriate administrative and operational duties as required.

**We are looking for someone who is:**

- Experienced in school finance, finance administration or a similar financial environment. AAT Level 3 or equivalent.
- Highly organised, methodical and able to work accurately to deadlines.
- Confident using financial and administrative systems, including Microsoft Office.
- Able to manage competing priorities and work effectively in a busy school environment.
- An excellent communicator who can build positive relationships with staff, families, suppliers and external agencies.
- Discreet and trustworthy, with an understanding of the importance of confidentiality.
- Proactive, reliable and able to use initiative.
- Comfortable working both independently and as part of a wider school team.
- Committed to the ethos of an inclusive SEN school and to improving outcomes for children and young people.

**We can offer the successful candidate:**

- A rewarding and varied role within a welcoming and supportive school community.
- The opportunity to make a genuine contribution to the effective running of a specialist SEN setting.
- A committed and friendly team of staff.
- Opportunities for professional development.
- A role with variety, responsibility and the opportunity to develop your skills across finance and school operations.
- We recognise the value that the right candidate can bring to the role. For an exceptional candidate, there may be an opportunity to offer a higher pay grade, reflecting relevant skills, experience and expertise.
- For the right candidate, there is potential for a salary increase following the successful completion of the probationary period, recognising strong performance and contribution to the role.

**Chapel Green 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 successful applicant will be subject to appropriate safeguarding checks, including an enhanced DBS check.**

We welcome applications from candidates who share our commitment to inclusion, safeguarding and ensuring that every pupil has the opportunity to thrive.

**For further details and an application form for this post, please contact Mrs Sue Peacock, Chapel Green School, Attleborough Road, Old Buckenham, Norfolk, NR17 1RF via email as shown above.**

**Closing Date: Wednesday 21st October 2026 @ 12 noon  Interviews to be held: Wednesday 4th November 2026**