



Finance/Admin Assistant Providing First Aid Support

**Maternity Cover - Fixed 1 Year
Contract with a view to Permanent**

Part Time 27.5 hrs per week,
Monday to Friday 9am to 2.30pm
Term time only

Grade C

FTE £25,186 to £26,244

Actual Salary £16,012 to £16,685 (Pay Award Pending)

Start Date: September 2026

Application Deadline: Friday 31st July 2026 at 5pm

Interview Date: Wednesday 4th August 2026.

Company Registration Number: 7703800

Name of the Academy Trust: Testwood School

Data Protection Registration No. Z5506335

Registered Address: Testwood School, Testwood Lane, Totton,
Southampton, Hampshire, SO40 3ZW

For more details, visit www.testwoodschooll.co.uk

Welcome To Testwood School

Testwood School has been educating the young people of our community since 1946.

We are a mid-size 11-16 comprehensive school located in Totton. We aim to nurture our young people to become respectful, resilient and proud to take responsibility in our community. We aim to do this by aiming to consistently act in accordance with our core values of being **Caring, Inclusive and Ambitious**.

We are proud of our good reputation in the community and many of our students are not the first generation to attend Testwood. Some even claim to be fourth generation Testwood!

We are proud of our traditions, such as our House system, but we also embrace change, seek to learn from best practice elsewhere, and prioritise the professional development of our staff. We do this not just to improve our effectiveness as a school, but also because we recognise that learning and development are as important to staff as they are to our students here at Testwood School.

We are proud that our staff culture is open, collaborative and supportive. If you too want the very best for young people, recognise that this can be challenging at times, are prepared to work hard, and would like to be a part of our school community then I would encourage you to apply to join us.

Tim Webber

Headteacher, Testwood School



Finance & Admin Assistant - Job Description



Testwood School is a great place to work. It has a strong sense of community where students are at the heart of what we do.”

We are seeking a dedicated Finance and Admin Assistant to help with the ever growing needs of the school.

The role will be predominantly finance based with one day per week dedicated to our front office admin team. You will also be the cover for the First Aid Officer.

You will help with the day to day finance and administration of the Academy Trust's financial systems as directed by the Finance Officer.

Duties will include but are not limited to:-

- Processing sales and purchase invoices
- Responsible for school trips
- Parent pay and student lunch monies
- Maintaining budget spreadsheets
- Finance office queries
- Onboarding of Year 7's each September
- Cover the First Aid Officer during periods of absence

You will need a good standard of general education and be prepared to be flexible and committed to working as part of a team.

If you are organised, a good communicator and committed to supporting young people's wellbeing, we would welcome your application to become an important part of our dedicated school team.



Please send your completed application form to Caroline Cates the CFOO at:
ccates@testwoodschoool.co.uk

Person Specification

Essential Requirements

- Educated to GCSE Grade C/4 in Maths and either English Literature or English Language
- Level 3 or higher educational qualifications#
- Additional professional qualifications appropriate to the role

Desirable

- Accounting qualification

Experience

- Experience working in an education setting
- Finance experience working in a busy, live environment
- Collaborative working within a team

- Experience of working with Access Finance software

Knowledge & Skills

- Committed to safeguarding and promoting the welfare of students and staff
- High standard of interpersonal and oral/written communication skills
- Strong organisation and record-keeping skills
- Focused attention to detail to ensure accuracy
- Ability to work independently or as part of a team
- Ability to use IT effectively as an integral component of the role.
- Proactive approach to working
- Enthusiastic and determined, resilient to setbacks
- First Aid trained

- Current first aid qualification
- Diabetic trained

Personal Qualities

- Ability to build relationships easily with young people and adults
- Compassionate and empathetic approach to pupil care
- Discreet and professional when handling sensitive information
- Ability to work flexibly and respond to developing needs
- Must be reliable and have integrity
- Must have a sense of humour and resilience
- Committed to own personal development
- Committed to the school values of Caring, Inclusive and Ambitious
- Committed to equal opportunities

Testwood School Senior Team: Why work with us?



I have worked in 8 schools during my career, and this is my favourite by some distance. We are indebted to those who have worked at Testwood before us for creating such a good reputation and solid foundations on which to build. We have high standards to live up to and we expect everyone at Testwood to improve the school so that we hand it over to our successors as an even stronger school than we found it."



Tim Webber
Headteacher



I consider myself lucky to have worked at Testwood since 2005. No two days are the same and it is a real pleasure to come to work every day. Working with young people is a privilege and we are lucky to be in the position to be able to make a difference."



Phil Ward
Deputy Headteacher for
Student Welfare



I joined Testwood in 2023, I am excited to be part of the changes that we are making with our curriculum and offer at KS4, with both academic and vocational qualifications. We want to ensure that our students leave us well prepared to meet the challenges of their next steps and become valuable members of the Totton community."



Becky Magee
Deputy Headteacher for
Student Learning and
Performance



Being the CFOO at Testwood School allows me to combine strategic financial leadership with a meaningful mission. I find it rewarding to see how thoughtful budgeting directly impacts learning and opportunity. Knowing my work helps sustain a thriving school community makes the role especially fulfilling. Testwood is an inclusive and supportive place to work and I feel very privileged to be part of the Testwood Family.



Caroline Cates
Chief Financial
& Operating
Officer



Testwood School has a positive, supportive and collaborative environment. We aim to build strong, lasting relationships with students, colleagues, and the wider school community, which makes working here so enjoyable and rewarding. Testwood School is such a special place and I am grateful and proud to have been part of its community for so many years.”



Dermot Murphy
Assistant Headteacher
for Student Belonging



Testwood School is a community with a strong bond between staff, students and parents. This has made it a special place to work since I joined in 2009. I feel privileged to be part of such a supportive environment where I have had the opportunity to work with so many talented teachers.”



Nick Gilbert
Assistant Headteacher
for Staff Learning and
Performance



Having worked here for 15 years, I feel that Testwood is the place for me. The staff are brilliant; committed, hardworking and with a great sense of humour. We are a collaborative team, working so closely together and always supporting each other and we would be delighted for you to join our Testwood Family.”



Jools Housham
Assistant Headteacher
for Staff Welfare and
Belonging



Testwood School: What Our Staff Say



I thoroughly enjoy working at Testwood School and that is due to the brilliant staff and students. I feel very supported and work so closely with my team, it makes the day so much brighter. I know that our senior staff will always be there to support me and if I have any concern, they will always listen.”



Rachel White
Curriculum Leader Media Studies, HOY



I really do love my school and fully enjoy teaching Mathematics to my students. I find my colleagues to be very approachable, having an ‘open door policy’, and committed to doing the best for our students. I feel safe in the guidance and decision-making of our Senior Leadership Team and I am comfortable to approach them with concerns or raising alternative opinions. Our staff are very welcoming and open and I am privileged being part of a growing team making those marginal gains for all our students.”



Ashley Terblanche
KS3 Coordinator for Maths



I thoroughly enjoy working at Testwood School and that is due to the brilliant staff and students. I feel very supported and work so closely with my team, it makes the day so much brighter. I know that our senior staff will always be there to support me and if I have any concern, they will always listen.”



Libby Canning
Attendance Officer

Testwood School: What Our Students Say



It is such a caring and positive environment. The teachers are encouraging and help you, whilst still letting your work be authentic and genuine to my visions.”

Year 10 Student



At Testwood, there are so many opportunities and so many subjects that I love. There are so many great things about the school and all the teachers are really nice.”

Year 7 Student



The staff find so many incredible opportunities for us to learn. They really care about us and our futures.”

Year 10 Student



Additional Application Information

Safer Recruitment

Testwood School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

Data Protection Act 1998

You should be aware that the information you have provided will be stored on our Testwood Secure Database and will only be used to process your application. It will not be passed on to any other person or organisation.

Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for one year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy. You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.



Caring | Inclusive | Ambitious



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