



Penn Wood Primary and Nursery School

Better Never Stops: Community, Kindness, Respect, Excellence'

Penn Road, Slough Berkshire, SL2 1PH

Telephone: 01753 521811 Fax: 01753 536052

Email: enquiries@pennwood.slough.sch.uk

Finance and Administration Officer

Term Time plus insets, 35 hours per week

Slough SCP 13-23 £28,163 - £33,366 (FTE including Fringe Allowance)

Actual Salary £23,806 - £28,045

PAY AWARD PENDING AS OF APRIL 2025

Required September 2025

Due to the retirement of our current Finance and Administration Officer

Penn Wood Primary and Nursery School is seeking to appoint a highly motivated and skilled Finance and Administration Officer to join our team.

We welcome applications from individuals with experience in financial and administrative roles, ideally within an educational setting, or those with strong and relevant expertise in finance, budgeting, and office management.

This is a key support role, working closely with the Senior School Business Manager to ensure the smooth and efficient operation of the school's financial and administrative functions.

The role is for 35 hours per week, with an actual salary of £23,806 - £28,045, pending pay award.

As Finance and Administration Officer, you will play a vital role in supporting the financial operations of the school. Your responsibilities will include processing purchase orders, invoices and journals, maintaining accurate sales and purchase ledgers, and reconciling financial transactions. You will help ensure that all financial procedures are carried out in line with the school's financial regulations and best value principles, contributing to the effective and efficient management of our resources.

If you are organised, detail-oriented, and ready to make a positive impact in a busy school environment, we would love to hear from you – please apply to join our team.

The school is committed to safeguarding and promoting the welfare of children and you will be subject to an enhanced DBS check.

An application pack is available on our website <http://www.pennwood.slough.sch.uk>
Please send completed forms to enquiries@pennwood.slough.sch.uk

Please call the school on 01753 521811 or send an email to arrange an exploratory conversation if that would be helpful

Interviews will commence upon receipt of suitable applications. If you have not heard from the school for four weeks after submitting an application, please assume that you have not been shortlisted.

Penn Wood Primary and Nursery School operates in line with the Equality Act 2010 and associated public sector equality duties to protect people from discrimination.