



Finance and Lettings Assistant

Salary Range (S5): £25,777 to £28,686 full time equivalent (depending on experience)

Actual Salary: £15,542 to £17,296 for 24 hours per week (over a minimum of 4 days), 41 weeks per year (term time plus 3 weeks).

Required from: Immediately

Woking High School is a high achieving school with Academy status. We have an outstanding team of staff committed to developing our students as individuals. All students are challenged to achieve their best. The Ofsted inspection of December 2019, which judged the school to be good, noted that, 'Pupils say that the school feels like a family. The curriculum is ambitious and well designed, with strong academic and vocational elements'.

We are seeking a highly efficient and professional individual to join busy Finance team. The successful candidate will support the purchasing process of the school and also provide administrative support for our external lettings. Key finance tasks will be to ensure the timely processing of purchase orders, to ensure value for money and liaise with internal departments and external suppliers. For lettings, this role will provide a friendly and efficient point of contact for all of our external customers.

Previous school experience is not essential however, the successful candidate will have excellent analytical and interpersonal skills as well as exceptional attention to detail and accuracy. The ideal candidate will be confident in the use of IT system and have experience in using a variety of software packages. Experience of school financial software packages would be a distinct advantage. We currently use Access and Tucasi.

This post is available with immediate effect on a permanent basis for 24 hours per week (minimum 4 days per week), and 38 weeks in term-time plus an additional 3 weeks in the school holidays. Working hours of 9am to 3.30pm over four days per week would be ideal but an alternative working pattern would be considered.

In addition, Woking High School offers excellent benefits to staff including:

- 26 days Holiday (rising to 30 after 5 years).
- Career Progression.
- Local Government Pension Scheme.
- Training and Development Programmes.
- Childcare Vouchers.
- Cycle to Work Scheme.

You are welcome to telephone the Head of Finance and Resources on 01483 716883 for an informal discussion. Application packs can be downloaded from our website www.wokinghigh.surrey.sch.uk.

Closing date for applications: 10am, Monday 24th February