

Finance Assistant

Permanent Position

Term Time plus 2 weeks (40 working weeks per year)

With flexibility for the right candidate

2 or 3 days (14 or 20 hours) per week

If contracted for 2 days, the successful candidate should be able to work an extra day during busy periods on an overtime basis

Salary: Grade 5 (£19,312 - £20,092 pro rata, per annum)

Actual Annual Gross Salary (based on 14 hours per week): £6,406 - £6,665

Actual Annual Gross Salary (based on 20 hours per week): £9,152 - £9,521

The Cherwell
School



Opportunity,
Responsibility, Excellence

The Cherwell School is a successful comprehensive school in Oxford, rated 'Outstanding' by Ofsted. We are looking to recruit a Finance Assistant to work within our small and friendly Finance Team. The successful candidate will work alongside the Finance Manager and Finance Officer to provide an efficient service for the school. We are looking for someone who has experience working in a busy environment, has excellent organisational and numerical skills, along with the ability to use Microsoft Office and adapt to new computer systems.

To apply and for further information visit the website:

<https://www.tes.com/jobs/employer/the-cherwell-school-1030426>

If you would like to have an informal discussion about this position please contact: A Donaldson, Finance Manager at adonaldson@cherwell.oxon.sch.uk.

The closing date for applications is Thursday 13th May 2021 at 9.00am

Interviews will take place during the week commencing Monday 17th May 2021

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The Cherwell School is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

NOTE 1: Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them.

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

NOTE 2: if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold