



The Radclyffe School
"Working Together for Excellence"



Finance Assistant

Grade 3, SCP 6-11 £22,671 - £25,328 pro rata applied.

36 hours 40 minutes per week, 8am – 3.50pm, Monday to Friday / Term time only / plus 15 additional days.

Under the direction of the Senior Finance Manager and Business Manager, you will be required to carry out effective financial administration procedures. It is essential that you are organised, excellent at multi-tasking, work flexibly and has a 'can do' attitude.

The post-holder will be required to undertake appropriate training where offered to ensure that their skills remain up to date. The school will provide training on all relevant software to ensure proficiency in necessary systems.

Working for The Radclyffe School means that you would be part of the Cranmer Education Trust, a successful, growing trust which prides itself on looking after its people, offering a high level of support and access to expertise. This is an excellent time to join the team, as we develop collaborative structures and systems to enhance and support our growing family of schools.

There are 10 schools in our trust, both primary and secondary schools, across Oldham and Rochdale. The trust also incorporates a teacher training school and the East Manchester Teaching Hub, which support the training and development of new and existing teachers across the North West of England. For further details please visit <https://careers.cranmereducationtrust.com/>.

This position will be based at The Radclyffe School but may from time to time require travel as necessary to collaborate with other schools which are all locally based.

We offer:

- Opportunities for professional development in a growing Trust
- A strong school community that places children, families and staff at the heart of everything we do.

- A supportive team who will work with and alongside you to achieve the very best
- Support: LGPS career average pension scheme with a generous employer contribution
- Convenient location for motorway (Junction 1 A627M and junction 21 of M60), and bus and train networks

The Radclyffe 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 Cranmer Education Trust follows safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

For further information please refer to:

- the Cranmer Education Trust's Safeguarding and Child Protection Policy [Trust Policies | Cranmer Education Trust](#)
- The Trust's statement on the employment of ex-offenders, in the vacancy Documents section.
- The job description and person specification for further information regarding the safeguarding responsibilities of the role.

Follow the link [Cranmer Education Trust - Careers site](#) to apply for this vacancy. Please note CVs are not accepted.

Closing date for applications: 9am, Friday 5th December 2025

Interviews: week commencing 8th December 2025

Start Date: As soon as possible

The Cranmer Education Trust is an equal opportunities employer and will provide reasonable support to disabled applicants throughout the recruitment process.