



Finance & General Administration Assistant

30 hours per week, all year round

Salary: £21,407.84 - £22,817.84 per annum

(NJC pay scale – B3)

We are seeking to recruit a Finance & General Administration Assistant on a part time, permanent basis to support our Finance and Administration Teams in providing a comprehensive financial service, operating and maintaining the school's cashless software system, supporting with trip administration and reporting on overdrawn and low balance accounts. It is essential that the successful candidate has strong clerical/ administrative experience and basic bookkeeping knowledge and experience would be advantageous.

We are a value driven organisation. Our key aims, core values of care, aspiration, growth and success sit behind everything we do. The successful candidate for the role will share in our child centred approach to care and ambitious aspirations for their growth and success.

Guiseley School is full of exceptional young people. We have an active, visible leadership team, and a committed staff body. We are committed to the very highest standards of student care and achievement and seek outstanding staff who wish to be part of our success. We have a strong vision of success and achievement supported by an excellent professional development programme for all staff.

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Guiseley School's campus offers state of the art buildings and an excellent working environment.

This role is offered on a part-time, permanent basis. Full application details are available via our website: <https://www.guiseleyschool.org.uk/vacancies>

All applications to be posted or emailed to: hr@guiseleyschool.org.uk

Closing date: 9.00am, Tuesday 28th July 2026

Interviews: w.c 3rd August 2026

Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion, or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.