



William Westley C of E Primary School

Mill Lane, Whittlesford,
Cambridge CB22 4NE
Tel: 01223 832176 Fax: 01223 495569
E mail office@williamwestley.cambs.sch.uk
Website: www.williamwestley.cambs.sch.uk

Headteacher: Mr Andrew Westcott
Deputy Headteachers: Mrs Lisa Perry and Mrs Cath Slattery

Vacancy for Finance Manager

Hours of work: 20 hours per week (Flexible working pattern to be negotiated)

Salary: Term time only - (within the range £27,711 to £32,654 FTE) – dependent upon experience.

We are looking to appoint a well organised, positive and flexible person to join our friendly team at William Westley Primary School to manage the finances and support with the personnel of the school. Our ideal candidate will have prior knowledge and experience of working in a finance role, ideally within a school environment. You will be well supported and appropriate training will be provided.

The successful candidate must:

- Have a welcoming manner, be friendly and approachable
- Have respect for confidentiality
- Have good ICT and numerical skills
- Have excellent communication and organisational skills
- Be flexible with the ability to work under pressure and manage time effectively

This is an exciting opportunity to join a dedicated, hardworking, friendly team and make a highly valued contribution to school life.

Closing date for applications is: **Tuesday 4th March 2025**
(We reserve the right to withdraw this advert at any time.)

You are encouraged to visit our school and discuss the post with our Head Teacher in more detail. To enquire about available dates and times to meet, and to obtain an application pack, please contact the School Office: office@williamwestley.cambs.sch.uk

Completed application forms together with a covering letter outlining your interest and suitability for the post should be submitted to: office@williamwestley.cambs.sch.uk

William Westley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an Enhanced Disclosure and Barring Check.

<http://www.williamwestley.cambs.sch.uk>

