



DARTFORD GRAMMAR SCHOOL



450TH ANNIVERSARY 1576-2026

FINANCE OFFICER REQUIRED

Full-time preferred (part time/job share would be considered)
37 hours per week, 52 weeks per year
(term time +3 weeks considered for part time)
1-year fixed term initially
Pay Grade: DGS7 – £27,852 to £29,716 fte

For an application form contact Michelle Bexley, HR Manager, on
01322 223039, Ext 146

Or by email: mbexley@dartfordgrammarschool.org.uk

Closing date: Monday 18th May 2026 at 9am
Interviews to take place: Wednesday 20th May 2026
Start date: as soon as possible

We are seeking applications for an enthusiastic and committed professional to support the Finance Manager in delivering high-quality financial and accounting services, ensuring that these functions are carried out efficiently and effectively.

We are keen to hear from you if you:

- are highly organised and can meet deadlines consistently
- have a keen eye for detail
- work well in a team environment or independently
- bring positivity and a sense of humour to your work

Dartford Grammar School is a selective secondary academy for boys, which admits girls into its sixth form. There are six forms of entry to Year 7, and all of the students joining the school are from the top 25% of the ability range. The current roll is 1,575, including 660 in the sixth form.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

Headmaster: Mr J C Metcalf BA MA

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