



DEVONPORT HIGH SCHOOL FOR GIRLS

FINANCE OFFICER Full Time (37 hours) – All Year Round

Required for November 2025

Devonport High School for Girls is looking for an experienced Finance Officer to join our friendly Finance Team.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. Our students are absolutely fantastic and we value our staff here, and as such have sensible policies and systems in place.

The School's Finance Team, consists of a Finance Administrator (Full Time) and a Finance Assistant (Part-Time).

This is a full-time position, with the occasional need to attend meetings outside of the contracted hours (e.g.a Trustee Meeting), but time can be taken back as TOIL. You are also entitled to holiday throughout the year, that can be taken during term time. There is also scope in the future, as the school continues to expand to take on additional responsibilities within the business function of the school. Our financial systems at DHSG are strong but looking to the future, I am keen that we review our processes and source more efficient processes.

The role is for 37 hours per week, All Year Around, Monday to Friday 8am-4pm (this is flexible). The salary is Grade F, Points 22 - 25 (£33,699 – £36,363).

Further information and application packs are available from our website: www.dhsg.co.uk. Please note that CVs are not accepted.

The closing date for applications is **9am on Wednesday 1st October 2025**. Interviews will be held week beginning **Monday 6th October 2025**.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

Lyndhurst Road, Peverell, Plymouth, PL2 3DL

Tel: 01752 705024

Email: recruitment@dhsg.co.uk

