**Elmwood Infant School**

**School Finance Officer**

Start date: As soon as possible

Salary: Grade 4 Scale Point 8-10

Hours: 7.30am-3.30pm (4 days per week) Term time, plus 2 weeks

Contract type: Permanent

Closing date: Monday 13th October 2025

Interviews: Monday 20th October 2025

We are seeking to appoint a highly motivated, organised and suitably experienced School Finance Officer. The successful candidate will have finance officer experience.

**Why consider Elmwood?**

Elmwood Infant School is a large 4 form entry community school with a 52-place nursery. We are located a short walk away from the centre of Croydon and very close to good public transport links. The school serves a very diverse community with many of our pupils speaking English as an Additional Language. Children’s rights are an integral part of our curriculum and we are very proud of the fact that we are a UNICEF Gold Rights Respecting School. We have a highly experienced, stable team of staff and governors, with parents and carers who are very appreciative of the school and its commitment to community cohesion.

We are looking for someone who:

* Has a demonstrable experience and knowledge of finance and finance management systems
* Has the ability to work as part of a busy office team
* Has an understanding of how efficient and effective finance management and administration supports the educational priorities of the school
* Has the ability to prioritise and meet deadlines
* Have the ability to build and develop good relationships

What we can offer:

* A friendly and supportive team
* A supportive and committed senior leadership team
* A school committed to inclusive education with an ethos on success for all
* A happy, welcoming and diverse community
* Ongoing professional development
* Staff wellbeing events

The person appointed will have previous experience working in finance, ideally within a school setting. Equally important qualities are strong interpersonal skills, enthusiasm, organisation, flexibility, reliability and a positive attitude. They must also have the ability to work independently and as part of a busy team.

Working as part of the administrative team the role also includes an element of working with families and other stakeholders.

The Finance Officer will be responsible for all aspects of finance and required to support the School Business Manager and Senior Leadership Team to manage the school’s budget and financial management.

This role will involve monitoring, maintaining and developing all financial systems and procedures within the schools. You will provide accurate financial information and support school leaders to provide value for money and make efficiencies where possible. To undertake a range of financial and general clerical, manual and administrative duties in support of the office.

The successful candidate must enjoy working around young people and have patience, excellent communication skills and be a good team player, as well as a great team leader. They will be proactive, resilient, highly organised and have the drive, determination and commitment to help Elmwood Infant School be the best it can be.

We look forward to receiving your application if, having read the job description and person specification, you feel that you have the knowledge, skills and attributes needed to fulfil this post and believe that your own values reflect those held by the school.

Please ensure that you include a supporting statement, no longer than 2 pages of A4 which relates to the person specification and explains why you think that you would be suited to the position of Finance Officer at Elmwood Infant School and Nursery. In line with our safer recruitment process please note that CVs ***will not*** be accepted.

Completed applications should be sent to **sbarnett39.306@lgflmail.org** by 12pm on Monday 13th October. Shortlisting will take place on Monday 13th October in the afternoon with interviews planned for Monday 20th October.

Prospective candidates are welcome to contact the school to arrange an informal discussion about the role. Please email Sandra Barnett the School Office Manager, via sbarnett39.306@lgflmail.org if you would like to arrange this. Shortlisted candidates will be offered the opportunity to visit the school prior to interview.

Tel: 020 8689 7681

Website: [www.elmwood-inf.croydon.sch.uk](http://www.elmwood-inf.croydon.sch.uk)

We are committed to the safeguarding and promoting the welfare of children, young people, and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check and satisfactory references.