



Finance Officer

VACANCY

Post:	Finance Officer (FO)
Hours:	25 hpw
Pay Grade	LBR5
Net working weeks:	44.46
Scp:	12

An exciting opportunity has arisen for us to appoint a School Finance Officer

We are looking to appoint a new Finance Officer (FO) to work alongside our School Business Manager, Co-Head teachers, Board of Governors and Senior Leadership Team.

The FO is responsible for supporting the financial administration, development and sustainability of Gearies Primary School, and for supporting the financial probity of the organisation.

They will be responsible for supporting the Co-Head teachers and School Business Manager's leadership and management of the school's finance and business functions, enabling the school to work effectively towards its aims.

The FO will be supporting the Co-Head teachers and School Business Manager to manage the strategic development and aims of the school through effective financial planning and management.

We are looking for a committed Officer to join our hard-working and friendly team in September 2025.

Our leaders value and demonstrate resilience, consistency and an excellent work ethic, alongside a commitment to wellbeing.

Do you feel you can bring further expertise and skills to a growing team whilst maintaining an enthusiastic and inspirational approach to the role?

As a 4-form entry school in an outer London borough, we are larger than average and are supported by a widely diverse community. Our warm and friendly atmosphere is always commented upon and is at the heart of Gearies Primary School.



In return, we offer:

- A highly competitive salary
- A creative, welcoming and supportive team
- A passionate, skilled and focused leadership team who work together to drive school improvement
- Happy, confident, polite and engaged children with a great enthusiasm for learning
- A supportive and well-informed Board of Governors who are committed to the school's vision
- Positive and friendly colleagues
- A commitment to professional development

If you share our vision and commitment to excellence, it would be preferable if you could come and visit us prior to making your application. Please contact Suki Padda (admin@geariesprimaryschool.co.uk) and arrange to be shown around.

We look forward to hearing from you.

The Application Process

- Please complete the application form, together with a supporting statement (maximum of 2 sides of A4 in size 10 font) and submit to admin@geariesprimaryschool.co.uk.
- Deadline for submission of your application is Monday 23rd June @ 12pm
- Shortlisting will occur Wednesday 25th June
- Interviews will take place on Tuesday 1st July

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening, including checks with past employers and the DBS. References will be taken up before interview- If you have not heard from us within two weeks of the closing date that means that, unfortunately, you have not been shortlisted for interview.

Gearies Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



**Gearies Primary
School**

