



Inspire. Learn. Grow.

The Sherwood School

The governors of The Sherwood School are seeking to employ a motivated and skilled person to the role of Finance Assistant, starting at the beginning of June 2026. We provide a warm and friendly working environment with a commitment to developing our staff to achieve their full potential. You will be working in the main school office alongside our Admin & HR Officer and Admin Assistant & Clerk. Alongside your finance responsibilities, you will be required to provide a welcoming reception to our parents/carers.

We are an 'Inner London' school and we serve a culturally diverse community in Mitcham. We maintained our 'Good' grading in our last OFSTED inspection in July 2023 and our work to promote children's wellbeing and safety was noted as an asset of the school: *'Pupils' rights and responsibilities are at the heart of this community. Leaders empower pupils with a 'voice' to share their views. Pupils are encouraged to contribute positively to school life through the opportunities provided to them.'*

We are looking for a candidate with:

- Good interpersonal and team working skills
- Excellent written and verbal communication
- Experience in a finance role, or transferrable skills
- High levels of professionalism and confidentiality
- Proficiency in Microsoft Office and IT literate

We offer:

- A commitment to supporting work/life balance
- A friendly and supportive working environment
- Professional development opportunities.
- Dedicated and supportive staff and governors.
- The support of a committed School Leadership Team.

This role would suit someone who has relevant finance skills or experience and is looking to work during term time. This role is term time (38 weeks) plus INSET training days (1 week) plus 5 days holiday working (1 week), totalling 40 weeks per year.

A phone conversation with our Headteacher or Business Manager would be warmly welcomed and can be arranged by contacting the school office on 020 8764 5100.

Closing date: Sunday 17th May 2026

Shortlisting: Monday 18th May 2026

Interviews: Wednesday 20th/Thursday 21st May 2026

Start date: Monday 1st June 2026 (flexible)

The Sherwood School implements safeguarding protocols in all aspects of their working practices and is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake pre-employment checks including an enhanced DBS check and social media checks.