



# WADDES DON

## CHURCH OF ENGLAND SCHOOL

IDENTIFIED BY SIAMS AS "OUTSTANDING"

### Finance Assistant - 12 month contract/Secondment

Bucks Pay Range 3:16-20

£29,114 - £31,230 FTE (Actual: £24,958 - £26,772)

37 hours per week, 39 weeks per year (Paid 44.7) 0.8573 FTE

5 days per week, 8.00am-4.00pm (3:30 Friday)

(Flexible working – less hours/days/full weeks(52.143) will be considered for the right candidate)

This is a term time only Fixed Term Contract position, supporting our School Finance Office due to a Staff Maternity Leave.

- Are you an organised person with strong attention to detail?
- Are you looking for a new challenge, working with a dedicated, cheerful and hardworking school finance team?

We are seeking to appoint a conscientious and meticulous Finance Assistant, with good attention to detail, to work alongside our School Business Manager and finance office team. The ideal candidate will have solid mathematical skills, be adapt at Microsoft Excel and be willing to attend training this summer Ideally, you will be experienced in a similar role or secondary school environment.

The position will assist the School Business Manager & Finance and HR Officer to maintain the smooth running of the school finance office during a period of key staff maternity absence.

For further information on the school, please visit [www.waddesdonschool.com](http://www.waddesdonschool.com)

Closing date for applications: Friday 10<sup>th</sup> July 2026 (12 noon)

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check, and employment will be conditional upon completion of satisfactory pre-appointment checks.*

*Only applications on the appropriate Waddesdon CE School teaching or support staff application form, and showing full employment history, will be considered. Applicants are invited to view the school's Safeguarding & Child Protection Policy via this link <https://www.waddesdonschool.com/safeguarding/>*

