

Senior Finance Assistant Application Pack



September 2026

Dear Applicant,

Re: Senior Finance Assistant
37 hours a week, term time only + Inset days + 1 week
NJC Grade 5, Points 7-8

Thank you for your interest in the above vacancy at The Weald School and I have pleasure in providing an application form, together with further information about this role.

Following an internal promotion within the Finance Department, we are delighted to be recruiting for a Senior Finance Assistant to join our dedicated, hardworking and friendly finance team. Committed to excellence, the team plays an important role in supporting the progress and success of our students.

If you want to make a difference to our school, and are flexible and motivated by challenge, we look forward to receiving your application. You should include a letter supporting your application in which you should outline the particular experience you have had to date that makes you suitable for this post, using the person specification and job description to guide you. Please note that an application form must be completed for this post. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed applications is **10am Monday 21 September 2026**, interviews will be held on **Friday 25 September 2026**. Please note that, due to limited resources at the school, we will only contact you if you have been shortlisted for an interview.

You should email your completed application form to jobs@theweald.org.uk.

Yours sincerely,



Sarah Edwards
Headteacher

JOB DESCRIPTION

Senior Finance Assistant

The Weald 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.

Job details

Salary: NJC Grade 5 (Points 7-8) £26,403 - £26,824 FTE, actual salary £23,254 - £23,625

Hours: 37 hours a week, term time only, plus inset days, plus 1 week

(M-Th 08:30 - 16:30 & F 08:30 - 16:00) (flexibility for the right candidate)

Contract type: Full-time. Permanent

Reporting to: Finance Manager

Main Purpose

- To support the Finance Manager in the day-to-day operation of finance management, administrative and organisational processes
- To provide an efficient and professional service to staff, students and parents/carers

Duties and Responsibilities

- Responsibility for The Weald Charitable Trust including production of the Annual accounts and Annual Return for the Charity Commission, Gift Aid administration, arranging the AGM, actioning bid requests from departments and processing successful bids.
- Promoting fundraising for The Weald Charitable Trust, including financial administration for the Christmas Fair and Summer Fete.
- Authorising purchase orders on Bromcom ensuring correct procedures are followed
- Monthly credit card reconciliation
- Input invoices on Bromcom
- Resolving purchasing/payment queries and disputes

- Prepare BACS run and send remittance advices to suppliers
- Update and maintain the School Shop adding items for payment
- Monitor new staff and students to ensure addition to ParentPay using Bromcom/ParentPay Sync
- ParentPay preadmissions
- Maintain Live Register and managed accounts
- Responsibility for Finance Assistant
- The Post Holder will be expected to attend the School Summer Fete 'Wealdfest' (usually the third Saturday in July) and be responsible for all floats and collections on the day with the Finance Manager

Finance Team

- Work as part of the wider Finance team and support whole team goals

Wider school

- To assist with administrative support across the wider school if required (during "quiet" periods for the Finance Team)
- To undertake any other duties appropriate to the grade and character of work as may reasonably be required
- Contribute to the overall ethos and aims of the school

Senior Finance Assistant: Person Specification

Sections	Competencies	Essential	Desirable
Personal Qualities	Highly accurate, with excellent attention to details	✓	
	Self motivated	✓	
	Well organised, accurate and thorough	✓	
	Able to show good judgement and respect confidentiality	✓	
	Able to command respect from colleagues	✓	
	A broad knowledge and common sense approach	✓	
	Enjoy being around young people	✓	
	A positive, flexible and proactive team player	✓	
Qualifications and Training	GCSE pass in English and Maths	✓	
	Good literacy and numeracy skills	✓	
	5 GCSEs at Grade C/Level 4 (or equivalent)	✓	
	Educated to A level or beyond		✓
Experience	Experience in a Finance Dept or similar	✓	
	Sound experience of the full range of administrative tasks	✓	
	Experience of working in an education setting		✓
Skills and Knowledge	Excellent numerical skills	✓	
	Good communicator - both verbal and written	✓	
	Able to deal effectively with parents, staff and pupils	✓	
	Competent in the use of a wide range of ICT packages including Microsoft Office and Google suite	✓	
	Intermediate or advanced use of ICT packages		✓
	Competent in the use of school MIS systems & finance software		✓
	Data manipulation & analysis skills		✓

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.

About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.



Academic outcomes at The Weald are consistently high. In the summer of 2026, our Year 13 students achieved results which put us, yet again, in the top 25% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.

Our Year 11 students also attained excellent results: our most recent Progress 8 measure (from 2024*) is +0.43, meaning that our students typically make, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK. Outcomes this year were similarly strong: 80% of students attained a grade 4 in English and 75% did so in mathematics.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

* There are no Progress 8 measures for 2025 or 2026 due to students not sitting Year 6 SATS.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and a privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school a fantastic place both to study as a student, and to work as a member of staff.

About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

The Weald School offers all students:

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

What our students think about the school:

- *"Lessons are fun, and the school has a good atmosphere" - Year 7 student*
- *"The teachers have a good attitude to learning and we are encouraged and can hold our own opinions" - Year 10 student*
- *"We are able to talk to our teachers about issues and they make a real difference in our lives" - Year 9 student*
- *"I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work." - Year 12 student*
- *"There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process." - Year 13 student*

Sarah Edwards
Headteacher

September 2026