

Finance Assistant

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 - www.penistone-gs.uk - @PGSALC

We are excited to be able to offer a short term opportunity to join our amazing Finance team in the role of Finance Assistant

Contract: **Fixed term from Jan 2022 to April 2022**
Hours: **35 hours per week, term time**
Salary Range: **Grade 4 SCP 7 -11, Actual Salary: £15924 - £17237 per annum 16173 - 17506**
Start Date: **January 2022**

About the role:

Working within a small Finance team this role involves the administration of all aspects of operational financial management for the school and includes:

- Inputting of orders and invoices on to the school's financial management system
- Managing the cashless biometric and parent pay systems
- Stock management including ordering and stock replenishment and liaising with suppliers
- Sourcing best value in terms of goods
- Banking and reconciling of monies collected
- Producing and preparing accurate records
- General administration tasks

Ideally you will have:

- High standards and an acute attention to detail
- The ability to use a wide range of IT packages
- Excellent communication skills
- Ability and willingness to play a full role in the team
- Minimum Grade C GCSE (or equivalent) qualifications generally and specifically in Maths/Numeracy and English/Literacy

The successful candidate will have either previous experience in a similar role or will have transferrable skills and experience and be excited at the opportunity of taking on a role within this key area.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years, and over 95% of students gaining entrance to their preferred choice of university in 2020.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers colleagues to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

Who can I speak to for more information?

For an application form and pack please contact our HR Officer: Sue Williams on 01226 762114 ext 1022 or swilliams@penistone-gs.uk Further information about PGS can be found on <https://penistone-gs.uk/current-vacancies>.

The closing date for receipt of completed application forms is **Wednesday 1 December 2021 at 9.00am**. Interviews are expected to be held week commencing on Monday 6 December 2021.

