Windsor Park CE Middle School

Headteacher: Mrs L Wilbraham-Jones, NPQH
Telephone: 01889 563365
E:mail: office@windsorpark.staffs.sch.uk
Website: www.windsorpark.staffs.sch.uk

Windsor Park CE Middle School
Springfield Road
Uttoxeter
Staffordshire, ST14 7JX

A superb opportunity has become available at this very popular middle school,
Ofsted rating "Good to Outstanding" for a:

Finance and Support Officer
37 hours per week, whole year
Grade 6 (£26,409 to £29,093)

Windsor Park Middle School is a popular 9-13 Church of England middle school. Our school is a place of endeavour, teamwork, friendship and laughter with the vision statement 'Learning for Life' at the heart of everything we do.

We are looking to appoint an experienced Finance and Support Officer to support the financial administration, budgeting and administrative support to ensure the smooth running of the school.

Responsibilities

- Organise and deliver effective financial accounting and HR systems within the school
- Support pupils, parents and the community with financial queries
- Support staff; the Administration, Catering and Cleaning teams
- Support organisational management with the sole responsibility of the schools accounting function.
- Human Resources Administration
- Liaise with the CFO and Central Finance Team

Application forms are available to download from the school website www.windsorpark.staffs.sch.uk and should be returned to Mrs Wilbraham-Jones at headteacher@windsorpark.staffs.sch.uk or by post to the above address.

Closing Date: Monday 6 January 2025 at 12 noon

Interviews will be held w/c 13 January 2025

"This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment." This position is subject to a criminal record check from the Disclosure & Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

UTTOXETER LEARNING TRUST

Registered office address: Thomas Alleyne's High School, Dove Bank, Uttoxeter, Staffordshire, ST14 8DU
Company number 10547353