



Job Opportunity: Finance Assistant (Part-Time) – Whitley Park Primary and Nursery School

- 📍 **Location:** Whitley Park Primary and Nursery School, RG2 7RB
- 🕒 **Hours:** 24 hours per week, term time only (plus 2 inset days and 3 days during school holidays)
- 💰 **Salary:** RG4 SCP 11–17 (£28,142 – £31,002 FTE)

Actual salary will be pro rata, based on contracted hours and weeks worked

Join Our Dedicated Team!

Whitley Park Primary and Nursery School is a vibrant, inclusive community where children are placed at the heart of everything we do. We are currently seeking a motivated and detail-oriented **Finance Assistant** to join our supportive admin team. This is a fantastic opportunity for a finance professional looking to work part-time in a friendly and rewarding school environment.

Key Responsibilities:

- Support the School Business Manager in the effective running of the school's financial operations
- Process purchase orders, invoices, and payments in line with school procedures
- Assist with budget monitoring, reconciliation, and financial reporting
- Maintain accurate financial records and ensure compliance with audit requirements
- Liaise with suppliers, staff, and other stakeholders professionally and efficiently
- Provide general administrative support as required

What We're Looking For:

- Experience in a financial or administrative role (school finance experience is desirable)
- Proficiency in financial software and Microsoft Office (especially Excel)
- Strong attention to detail and excellent organisational skills
- A team player with a flexible and proactive approach
- A commitment to safeguarding and promoting the welfare of children

Why Join Us?

- Friendly and supportive school community
- Opportunities for professional development
- A role that makes a real difference in children's education
- Term-time/Flexible working pattern to support a healthy work-life balance

Should you wish to arrange a visit to our school or to request an application pack or for further information, please contact:

✉ Wendy Owen Admin Assistant – Adminasst@whitleypark.reading.sch.uk ☎ 0118 937 5566
🌐 <https://www.whitleyparkprimaryschool.co.uk/>

Applications will be reviewed as they are received, and interviews scheduled. Early applications are encouraged, as the school reserves the right to close the vacancy once a suitable candidate is appointed.

Whitley Park Primary and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, online searches and satisfactory references.