

Join Our Team as a Finance Assistant at Whitley Park Primary and Nursery School

Salary: £27,269 - £29,093 FTE (Pro Rata: £12,913 to £13,777 per year)

Hours: Permanent, Term-time only, 21 hours per week

Start Date: 1st July 2025 if possible (or September 2025)

Closing Date for Applications: Sunday 25th May 2025

Interview Date: Week commencing 2nd June 2025

Are you an organised and detail-oriented individual looking for an exciting challenge? Whitley Park Primary and Nursery School in Reading could be the perfect place for you!

We are seeking a **Finance Assistant** to join our friendly and dedicated Admin Team. This is an excellent opportunity to play a key role in the financial administration of our thriving school, working closely with our School Business Manager to ensure our financial processes run smoothly.

What You'll Be Doing:

As a Finance Assistant, you will:

- Manage school income and expenses, ensuring accuracy and efficiency.
- Process invoices, payments, and maintain up-to-date financial records.
- Work independently and collaboratively in a fast-paced, dynamic environment.
- Support the smooth financial operation of the school while maintaining a high level of professionalism and confidentiality.

Who We Are Looking For:

We are looking for someone who is:

- Numerate, resourceful, and proactive.
- Able to work independently while being flexible in your approach.
- A strong communicator who thrives in a collaborative, fast-paced environment.
- Committed to the values of **Aspire, Believe, Achieve** and eager to make a positive impact on our school community.

What We Offer:

- An enthusiastic and supportive team that values your contribution.
- The chance to develop professionally and grow within the school.
- A positive and welcoming school community where you can truly make a difference.

Why Choose Us?

At Whitley Park, we believe in the power of teamwork and the importance of fostering a culture where everyone can thrive. If you're ready to contribute to a school that values both its staff and students, we'd love to hear from you.

Whitley Park Primary and Nursery School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

For the purposes of Equal Opportunities, we can only accept Reading Borough Council application forms.

Want to know more? Please visit our website to appreciate what we have to offer -

<https://www.whitleyparkprimaryschool.co.uk/>.

If you would like to visit and see for yourself what our school is like, or would like to request an application pack please contact Wendy Owen on 0118 937 5566 or by email

adminasst@whitleypark.reading.sch.uk