Harrow Way Community School
Learning for life, success for all
Headteacher: Mrs D L German

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A thriving and inclusive school at the heart of our community. Rated "Good" by Ofsted, we are dedicated to ensuring every student flourishes both academically and personally, while fostering a supportive and well-balanced environment for our staff.

Finance Assistant
Grade C - 20 hours per week, 40 weeks per year (term time plus one week in the summer)
Salary - £26,018 - £27,111 Full time equivalent, £12,337 - £12,855 Actual

Required for January 2027

An opportunity exists to work in a friendly, hardworking school environment as part of our support team. We are seeking to appoint a friendly, efficient and organised professional as our Finance Assistant.

Reporting to the Finance Manager, you will support the administration of the schools day to day financial operations. Full responsibilities for the role can be viewed on the job description.

The successful candidate will:

- Have excellent interpersonal and communication skills and be able to work calmly under pressure.
- Be able to work under own initiative and as part of a team.
- Be highly organised and able to prioritise.
- Have strong attention to detail and have meticulous record keeping skills.
- Have good IT skills.

Prospective applicants are welcome to contact us for an informal discussion regarding the post, please contact Mrs Marie Staff - Finance Manager, on the above number.
Application forms are available for download from the school website.

Closing Date: Monday 23rd November 2026 – 5pm

Harrow Way Community School is committed to safeguarding children and promoting the welfare of children and expects 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 Criminal Records Bureau checks along with other relevant employment checks.