

Harrow Way
Community School

Applicant Information Pack

Finance Assistant

Ofsted Good Provider

Read our latest Ofsted Report here.



Welcome to Harrow Way School!

I am delighted that you are considering joining our team at Harrow Way School. Our school is a place where both staff and students thrive together, and we are committed to supporting every member of our community to achieve their very best.

At Harrow Way, our students are ambitious, curious, and eager to learn — and it's the quality, dedication, and passion of our staff that makes that possible. Here, teachers love their subjects, love teaching, and are supported to help students develop academically, personally, and creatively. You will have the opportunity to inspire, challenge, and celebrate students' achievements every day.

We place a high value on professional development, collaboration, and wellbeing. You will work alongside skilled, enthusiastic colleagues in an environment that encourages innovation, creativity, and shared success. Our most recent Ofsted report praised the quality of teaching and learning, and it's the energy, dedication, and expertise of our staff that make this possible.

I hope this pack gives you a clear sense of who we are, and what makes our school a great place to work. If you have any questions, or would like to know more, please do get in touch.

I look forward to welcoming you to our school.

Mrs Dawn German

Headteacher

About the School

Harrow Way School is a highly successful community school based in Andover, Hampshire. We are oversubscribed in all year groups.

The Harrow Way staff team is vibrant, hardworking and innovative. The school enjoys a strong level of staff retention. Teaching and support staff work well together as a team. Furthermore, parents and governors add strength to the school.

As a school community we expect the highest standards in teaching and learning. If successful in your application to join Harrow Way, we will ensure you have every opportunity to develop your skills.

There is a real family atmosphere and a buzz about the place. We are ambitious to improve further. I hope that you consider yourself to be someone who will ensure we continue to improve our performance.

This is a wonderful career opportunity to work in a school where kindness and goodwill go hand in hand to make it special. We also have a fabulous team of mentors and lead practitioners that make up our strong teaching and learning team.

One of the school's aims is to provide a curriculum that is as balanced as possible at KS4. All students follow a core curriculum which is supplemented by a range of subjects that they take following advice, guidance and consultation with their teachers and parents.

Some of the accolades the school has achieved includes:

- History Mark - Gold Award
- Teacher Development Trust Network Silver award for the excellent work we do around professional development
- 'The BIG award' for excellence in bullying intervention
- SMSC Gold Award - Recognising Spiritual, Moral, Social and Cultural Development
- Careers Education Gold Award - recognises that we are a provider of and believer in excellent careers education.
- Green Flag Award – an ECO School In recognition of our school's efforts to help protect the local environment and wildlife
- PE Games Gold Award
- Superkind - Social Impact Schools Award

The school is a member of both the Inspiring Future Teachers - HISP Teacher Training and Basingstoke SCITT Alliance.

Member of the local Angela Higgs Dyslexia Alliance.



Our mission statement

"Learning for life, success for all"

Our vision

"We aim to provide an exceptional educational experience where everyone can thrive."



+ Be Ready + Be Respectful + Be your Best

Vacancy Information

Finance Assistant

Contract: Permanent
Salary: Grade C £26,018 - £27,111 Full time equivalent, £12,337 - £12,855 Actual

Start Date: January 2027
Application Deadline: Monday 23rd November 5pm
Interview Date: TBC

Job Description

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.

Why Join Us?

At Harrow Way Community School, we believe that our staff are our greatest asset. Joining our team means becoming part of a supportive, ambitious, and collaborative community dedicated to helping every student thrive.

- **Professional Growth** – We offer tailored professional development, mentoring, and clear pathways for career progression, whether you are just starting your teaching journey in school or aspiring to leadership roles.
- **Positive Work Culture** – Our staff enjoy a friendly and inclusive environment, with wellbeing initiatives, flexible working options, and a strong emphasis on work-life balance.
- **Making an Impact** – Teach motivated and enthusiastic students who inspire you every day, and see the difference your work makes in their academic, social, and personal development.
- **Well-equipped Facilities & Support** – Benefit from well-equipped classrooms, a wealth of teaching resources, and a dedicated support team that allows you to focus on what matters most – teaching and learning.
- **Community & Values** – Be part of a school with a clear vision, strong values, and a reputation for excellence, while contributing to the wider school community.

At Harrow Way, we celebrate success, support each other, and create a place where both staff and students can flourish.



+ Be Ready
+ Be Respectful
+ Be your Best

Staff Benefits

- All staff have a rigorous Induction programme that includes having a 'buddy'.
- Training throughout the year and development in areas that you choose.
- Strong collegiate relationships in a school that many describe as a 'family'
- Access to staff workrooms and social areas
- Staff sport
- Staff social events
- Free tea and coffee available each day
- Treats for staff throughout the year
- Laptop allocation to assist with lesson planning and teaching
- Opportunities to visit other countries such as New York, Italy, France and Belgium on educational visits
- Free on site parking
- Staff EV charging points

Learning for Life,

Success for all.



Investing in You

At Harrow Way CPD (Continuous Professional development) is at the very core of what we do. We believe in this Dylan Wiliam quote: "*Every teacher needs to improve, not because they are not good enough, but because they can be even better.*"

There is a huge wealth of CPD opportunities at Harrow Way for both teaching and support staff. The school's commitment to the highest standards in teaching and learning has been recognised by the Teacher Development Trust Network (TDNT). Receiving high praise from the auditors the school was awarded their prestigious Silver Award.

Here are just a few of the ways that we will invest in you and your career.

Joining Support Staff

- Weekly meetings with support staff mentor
- Half termly support staff updates
- Opportunities to learn from experienced support staff colleagues
- Encourage training and development

Arriving as an ECT

- Weekly meetings with your mentor
- Half termly developmental observations
- Opportunities to observe excellent practitioners in your department and school wide
- Separate weekly programme with other ECTs and a professional mentor
- Accreditation through the Hampshire SCITT Partnership or Basingstoke SCITT Alliance.

For Experienced Teachers

- Carry out Action research project as part of a Triad.
- Support with obtaining a Masters/NPQ.
- We encourage further training & development.



For Middle and Senior Leaders

- Support for new Middle Leaders.
- Regular supportive and developmental line management from an experienced Senior leader to enable you to run a successful department/ year group and enable you to fulfil your career potential.
- Support with obtaining a Masters/NPQ.
- A SLT secondment programme to help Middle Leaders develop a whole school outlook. This includes attending SLT meetings, work shadowing and working on a whole school project.
- A comprehensive monitoring and evaluation calendar that enables Middle Leaders and Senior leaders to reflect on where the department is and how to improve further.

"Staff feel proud to work here and value the support that leaders give them. They appreciate the opportunities for career development."

Ofsted 2022

How to Apply

Application forms are available on our website under the Vacancies page. Completed forms should be submitted via email to **HR@harrowway.hants.sch.uk**

Please note that CVs will not be accepted. All applicants are required to complete the application form in full, providing details of employment history, training, and any gaps in employment since leaving school.

Please ensure that your application is submitted before the stated closing date, as we cannot be responsible for lost or delayed submissions. Due to the volume of applications received, we may not be able to respond individually to each applicant, but we aim to contact applicants within two weeks of the closing date.

We reserve the right to close the application process early if a high number of applications are received.

Prospective applicants are encouraged to arrange a visit to the school. To schedule a visit or for an informal discussion regarding the position, please contact Mrs. Tracey Roberts, Business Manager, at 01264 364533.

Harrow Way Community School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check.





+ Be Ready
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HWCS
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SUCCESS FOR ALL

Harrow Way | Andover | Hampshire | SP10 3RH

harrowway.hants.sch.uk