

Wrotham School

Borough Green Road
Wrotham
Sevenoaks
Kent
TN15 7RD
Tel: 01732 884207

Headteacher: Mike Cater
Executive Headteacher: Matthew Wright
office@wrotham.kent.sch.uk
www.wrothamschool.com



High Expectations, Challenge and Opportunity

Senior Finance Officer required

Part Time (30 Hours per week, Term time only + 3 Weeks)

Kent Range 8 /9 dependent on experience (£17,379 - £22,779)

Wrotham School is looking for an experienced part time Senior Finance Officer in their Finance Department.

Duties will include monthly payroll and maintaining all HR records, and line management of the finance office.

Applicants must be fully experienced in running a payroll including Auto Enrolment, Pensions, PAYE and NI. Experience in SAGE Payroll would be an advantage.

The School is flexible in how the hours are worked, providing salaries are paid on time. The successful applicant will be expected to work 30 hours per week, Term Time only plus 3 weeks, and may include other finance functions after the initial settling in period.

Wrotham School is a great place to work. In May 2015 Ofsted judged the school to be 'good' with 'outstanding' features. Students here consistently make excellent progress.

Wrotham School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

Please apply by completing the application form, available on our website, and by writing a letter of no more than one side explaining what skills and attributes you have that would make you the best person for this job.

The closing date is Tuesday 23rd January with interviews to be held on Friday 26th January. Full details are available on our website or contact Mrs Martin, PA to the Executive Headteacher for further information.