



Appointment of Finance Officer, Part Time

Required As Soon As Possible

Welcome from the Head



Carrington School is a forward-thinking, inclusive and innovative school with a clear vision: to provide an exceptional education that enables every young person to thrive academically, creatively and personally. We are a school that believes in possibility, in ambition and in creating opportunities that transform lives.

Over recent years, Carrington has undergone significant and exciting change. Through reflection, determination and a relentless commitment to improvement, we have developed a strong culture of learning with embedded systems and structures that support the success and wellbeing of every student. Alongside our outstanding facilities and evolving curriculum, we continue to shape a school community where aspiration is nurtured, individuality is celebrated and excellence is expected. At Carrington, we recognise that education extends far beyond examination outcomes. Our role is not only to educate, but to inspire. We want students to discover their talents, develop confidence in their abilities and embrace opportunities in sport, the arts, leadership and enrichment. We believe that widening experiences and encouraging creativity are essential in helping young people grow into respectful, resilient and determined individuals who are prepared for the future.

Our vision is built around three core values:

Aspire – encouraging every student to aim high, embrace challenge and believe in their potential.

Innovate – fostering curiosity, creativity and confidence to think differently and explore new ideas.

Respect – developing thoughtful, compassionate young people who value themselves, others and the world around them.

Our motto, Ad Astra – Reach for the Stars – reflects the high expectations and ambitions we hold for every member of our community. We want Carrington students to feel proud of who they are, proud of what they achieve and proud to belong to our school.

This is an exciting opportunity to join a passionate and dedicated staff team in a school that is ambitious for its future and for the young people it serves.





Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

*“Pupils are proud of their school.
They know that the staff work very
hard to support them”*
(Ofsted 2023)

The Role

Purpose of the Role

To provide efficient and accurate financial and administrative support to the school, ensuring compliance with the school's financial procedures, local authority requirements, academy trust regulations, and statutory financial controls.

The Finance Officer will contribute to the effective management of school finances and support the Finance Manager in maintaining accurate financial records.

Job Title: Finance Officer (Part-time)

Hours - 30 hours per week/43 weeks per year

Salary: SESSET 6 £24,360 to £26,592 (FTE £31,102 - £33,952)

Line Manager: Finance Manager

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

Key Responsibilities

1. Financial Administration

- Enter invoices on financial system, ensuring they are correctly coded and authorised
- Process receipts, staff expenses and payments in accordance with school financial procedures.
- Reconcile supplier statements and resolve discrepancies promptly.
- Maintain accurate financial records and filing systems.
- Assist with monitoring school budgets and expenditure.
- Process banking transactions and prepare bank reconciliations.
- Support income collection processes, including school meals, trips, lettings, clubs, and other charges, using Parent Pay system.
- Record and reconcile cashless payment systems where applicable.
- Monitor outstanding debts and assist in debt recovery procedures.
- Prepare financial reports and information as requested.

2. Procurement

- Process purchase orders, record goods received and ensure goods are distributed to Departments in a timely manner
- Obtain quotations and ensure value-for-money purchasing practices.
- Create and maintain supplier records and manage communication with vendors
- Ensure procurement processes comply with school policies, related party procedures and financial regulations.

3. Budget Support

- Assist in monitoring departmental budgets.
- Provide expenditure reports to budget holders as requested.
- Identify potential overspends and report concerns to the Finance Manager.

4. Audit and Compliance

- Maintain financial records to support internal and external audits.
- Ensure compliance with financial procedures, policies, and regulations.
- Assist with year-end financial processes and preparations.

5. General Administration

- Provide administrative support to the Finance Manager and senior leadership team.
- Answer finance-related queries from staff, parents, and suppliers professionally.
- Support the administration of educational visits, fundraising activities, and other school events involving financial transactions.
- Undertake general clerical duties as required.



Role Description continued

6. Responsibilities for Safeguarding

- Promote and safeguard the welfare of children and young people.
- Adhere to the school's safeguarding policies and procedures.
- Participate in safeguarding training and maintain an understanding of safeguarding responsibilities.
- Report any concerns regarding the welfare of pupils in accordance with school procedures.



Person Specification

Desirable	Essential
-----------	-----------

Skills and Experience

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.

✓	
---	--

- Relevant finance, bookkeeping, business administration, or accounting qualification, or willingness to work towards one.

✓	
---	--

- Experience of working in a finance or administrative role

✓	
---	--

- Experience of processing invoices, payments, and financial records.

✓	
---	--

- Good understanding of financial procedures and record keeping

✓	
---	--

- Experience of using computerised finance systems and Microsoft Office applications, particularly Excel.

✓	
---	--

- Strong numerical and analytical skills.

	✓
--	---

- Excellent attention to detail and accuracy.

	✓
--	---

- Good organisational and time management skills.

	✓
--	---

- Ability to prioritise workload and meet deadlines

	✓
--	---

- Effective communication and interpersonal skills.

	✓
--	---

- Ability to maintain confidentiality and handle sensitive information appropriately

	✓
--	---

- AAT qualification or working towards AAT membership

	✓
--	---

Person Specification continued

	Essential	Desirable
Personal Qualities (Carrington values)		
Positive and proactive approach to work.	✓	
Commitment to supporting the school's values and ethos.	✓	
Flexible and adaptable.	✓	
Strong customer service focus when dealing with staff, parents, and external stakeholders.	✓	
Additional Requirements		
Work 30 hours per week, typically across 4-5 days.	✓	
Participate in relevant training and professional development	✓	
Comply with all school policies and procedures.	✓	
Undertake other duties commensurate with the grade of the post as reasonably required by the Finance Manager or Headteacher	✓	



Closing date for applications is
**Tuesday 22 September 2026 at
10am**

Applications will close should a suitable
candidate be appointed

Interview date **TBC**

To apply please complete the Support Staff Application Form
which can be found on the 'Work With Us' page on our website

For an informal discussion about the role please contact the
HR Manager, Karen Ehren
kehren@carringtonschool.org



Visit our website for more
information about our
school



www.carringtonschool.org

Follow us on:



Carrington School Redhill



@carringtonschool



01737 764356