

*Do you have interest/ skills in Finance?  
Could you manage the finances of our school?  
Would you like to be part of a dynamic and forward thinking School  
Office?*

## **Finance Officer**

**Type: Full Time, Permanent**

**SALARY: G6**

**Hours: Full Time – term time only; 8.30am - 4.30pm (1 hour lunch break)**

**Closing date: Midday on Friday 10<sup>th</sup> May 2024**

**Interview date: W.B. 13<sup>th</sup> May 2024**

**Start date: June 2024 (TBC)**

### **WHY CHOOSE US**

Pinner Wood is a three-form entry school based in Pinner, in an outer London Borough of Harrow.

We put children at the centre of all we do and have developed rich curriculum with an exciting range of pedagogies, including oracy. We pride ourselves on excellent student behaviour and amazing pupils who are keen to learn.

We celebrate diversity and are an inclusive school. We are committed to being at the heart of our community. We have an excellent track record of staff development and our committed to staff well-being. We have high standards but work as a team, to create an exciting and supportive working environment. We are easily accessible from London and the neighbouring counties.

Our Finance officer has secured a promoted post and we have an excellent new Business Manager joining our school. This is a new and exciting time for our school. We are looking for someone dynamic, energetic and enthusiastic who will work effectively with the SBM to lead the financial side of our school.

### **About you**

#### **We are looking for:**

- Someone who is experienced in finance.
- A strategic thinker
- A team player
- Someone who understands or is willing to learn school systems
- Someone who exudes enthusiasm, energy and has a 'can do' attitude.
- A great communicator both verbally and written.
- A well-organised and methodical person.
- Someone with highly competent IT skills and can make good use of technology to set up effective working systems.

- Someone who is committed and can 'live the Pinner Wood Values.

**In return, we can offer you:**

- A supportive leadership team who listen and embrace new ideas.
- A first-class working environment and well-resourced school.
- A supportive and friendly staff team.
- Lots of opportunities for training and developing your career.
- A commitment to supporting your well-being.
- A large supportive office team.
- An interesting and rewarding role in the school.

**The Application Process**

For further information, please download the application pack from the school website:  
[Recruitment - PWS \(pinnerwood.harrow.sch.uk\)](https://www.pinnerwood.harrow.sch.uk/Recruitment-PWS)

Visits are warmly welcomed and encouraged. Please contact the school to make an appointment with Miss Sarah Marriott, the Headteacher.

Pinner Wood School  
Latimer Gardens  
Pinner  
Middlesex  
HA5 3RA

Please submit your application to: [recruitment@pinnerwood.co.uk](mailto:recruitment@pinnerwood.co.uk)

Further details about the school, its ethos and culture and the role are available on the school website: <https://www.pinnerwood.harrow.sch.uk>

The deadline for applications is midday on Friday 10<sup>th</sup> May 2024 with the shortlisting process expected to take place later that day.

Interviews: W.B. 13<sup>th</sup> May 2024

Pinner Wood School is committed to safeguarding and promoting the welfare of children. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.

Pinner Wood School reserves the right to close advertisements early. Advertisements will therefore close at midday either on the advertised closing date, or at the point the decision has been taken to close the advertisement early.