



The Blake CE Primary School

Cogges Hill Road, Witney, Oxon OX28 3FR

Telephone 01993 702840

Email office.3600@blake.oxon.sch.uk



Headteacher Tim Edwards-Grundy

Loving, learning and flourishing in community

Finance Officer vacancy

Closing Date:	Thursday 14 th May 2026 (6pm)
Interview Date:	Tuesday 19 th May 2026
Job Start Date:	As soon as possible
Salary Type:	Support Staff
Salary Details:	Grade 8 £30,559 - £33,366 (pro-rata & term time only)
Hrs of Work:	20 hours (Monday - Friday)

JOB/PERSON SUMMARY

A Finance Officer is required to join our busy administrative team. The successful candidate will be committed to our vision and will recognise the part that everyone has to play in ensuring the flourishing of our community.

The Finance Officer will be responsible for all financial matters, including but not limited to, budget planning and monitoring, the day-to-day management of school funds, payroll and insurance.

The ability to work flexibly, independently, and yet as part of a team, will characterise the Finance Officer alongside a warm professional manner and an eye for detail. The highest degree of honesty and integrity will be expected.

If you would like to know more about our school, please do explore our website. If you would like to arrange a visit to discuss the role further and meet the team, please contact the school office to arrange this on 01993 702840 or office.3600@blake.oxon.sch.uk.

The Oxford Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that require applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.