



TENBURY HIGH

ORMISTON ACADEMY



A role at Tenbury High Ormiston Academy offers a future working with extraordinary children within an exceptional team.

JOB TITLE: Finance Administrator – Permanent

START DATE: September 2026

SALARY: Grade 3 SCP6-10 £15,615-£16,640 (FTE £25,989-£27,694)

Hours: 24 hours per week, term time plus 5 training days and 3 weeks in school holidays



Tenbury High Ormiston Academy, Oldwood Road, Tenbury Wells, WR15 8EJ

www.tenburyhighormistonacademy.co.uk

T: 01584 810304





Finance Administrator

Tenbury High Ormiston Academy is a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. It is part of Ormiston Academies Trust (OAT) which is one of the largest not-for-profit multi-academy trusts in England who educate over 30,000 pupils across six English regions, in 31 secondary schools, seven primary schools and one special school. It is one of the longest established trusts and has been sponsoring academies since 2009. OAT's mission is to become the Trust that makes the biggest difference, both inside and outside the classroom.

Our pupils at Tenbury High are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be.

We are seeking to appoint an enthusiastic, reliable and committed Finance Administrator to join our successful and ambitious academy.

The successful candidate will support the Finance Manager with operational processes for finance and HR and ensure compliance with policy, statute and national guidelines regarding support staff functions.

This is an excellent opportunity to join a welcoming school community that values teamwork, professionalism and high standards.

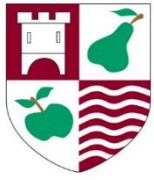
Tenbury High Ormiston Academy has many exceptional features and is a great place to work.

- Our pupils who are happy, well behaved, positive in outlook and genuinely proud of the academy;
- Staff and pupil relationships are excellent;
- We have a stable and very committed, welcoming and hardworking staff
- Our staff teams work collaboratively and supportively to provide the best provision for our pupils;
- We offer an effective and bespoke CPD model providing regular opportunities for professional development;
- We have a highly supportive and engaged board of governors and an equally supportive local community and multi academy trust;
- We are on an exciting and fast-paced improvement journey

We hope that you will apply if you:

- have a positive, caring and inclusive outlook;
- want the best for all children
- enjoy a challenge and making a difference to the life chances of all our pupils
- set high standards and inspire pupils to meet them

Please visit the school website tenburyhighormistonacademy.co.uk to find out more about us.



TENBURYHIGH

ORMISTON ACADEMY

Oldwood Road, Tenbury Wells
Worcestershire WR15 8XA
Tel: 01584 810304
Email: admin@tenburyhigh.co.uk

Principal: Mrs V Dean
Vice Principal: Mrs D Wall
Assistant Principal: Mr A Wilks



A Specialist Science and
Mathematics College

June 2026

Dear Applicant

Finance Administrator

Grade 3 SCP 6-10 Salary £15,615-£16,640 (FTE £25,989-£27,694)

24 hours per week, term time plus 5 training days and 3 weeks during holidays

Thank you very much for the interest that you have shown in the above post at Tenbury High Ormiston Academy.

We are a truly unique, small, rural 11-16 academy in the beautiful setting of North-West Worcestershire. Our pupils are happy, well behaved and proud of their school. The academy has a strong vein of moral purpose where the child is at the heart of all we do. We invest in our pupils and our staff to ensure all are supported to be the best they can be. We are on a fast – paced improvement journey where we are seeing impact of our improvement strategy in terms of behaviour, attendance and outcomes. This is an exciting time to join our school and be a part of this journey.

We are seeking to appoint an enthusiastic, reliable and committed Finance Administrator to join our successful and ambitious academy.

The successful candidate will support the Finance Manager with operational processes for finance and HR and ensure compliance with policy, statute and national guidelines regarding support staff functions.

We would encourage all prospective candidates to visit the academy to tour and meet with other members of the staff and our pupils. In addition, I encourage you to visit our website; take a look at our Facebook page and email the Principal's PA – Mrs Sheppard on csheppard@tenburyhigh.co.uk - if you have any specific questions.

I am grateful for the interest that you have shown and would urge you to apply for the post by completing and returning the application form.

Please note that the closing date is midday on **Monday 29th June** and we expect to hold interviews on Tuesday 7th July.

I do understand the effort required to submit an application and appreciate the time that you will take to do so.

Warm regards

Vicki Dean
Principal

Job Description

Role: Finance Administrator – 24 hours per week, term time plus 5 training days and 3 weeks during school holidays

Reports to: Finance Manager

Scale: Grade 3 SCP 6-10 £15,615-£16,640 (£25,989-£27,694 FTE)

Purpose of Role: To support the Finance Manager with operational processes for finance and HR and ensure compliance with policy, statute and national guidelines regarding support staff functions.

Duties and Responsibilities:

Finance

- With the assistance of the Academy Finance Manager, implement the Trust's financial procedures and systems.
- Identify opportunities for achieving best Value for Money.
- Assist the Regional Finance Partner in driving efficiencies across all areas of the academy's operations.
- Adhere to financial regulations, audit requirements and DFE Circulars.
- Operate bespoke school information management systems to include HOGGE, EVERY, ARBOR, SAGE, in order to maintain and update financial records.
- Receiving and processing purchase orders on behalf of the Academy, ensuring the correct financial control is applied.
- Checking deliveries match to goods received notes.
- Check and process invoices received for payment in line with supplier payment terms.
- Manage debtors and ensure outstanding payments are recouped in line with the Academy debt management process.
- Responsible for the Academy credit cards; ensuring eligibility of spend and reconciliation to statements.
- Monitoring and management of income received via Parentpay.
- Responsible for transport payments, monitoring and chasing of overdue payments.
- Responsible for residential trip payments, monitoring and chasing overdue payments.
- Responsible for monitoring of school lunch accounts and chasing debtors.
- Responsible for Academy capitation accounts ensuring robust financial strategies to avoid deficit spend.
- Reconciliation of control accounts and bank reconciliation; capitation and bank reconciliation.
- Undertake detailed monitoring of monthly expenditure, including departmental capitation, analysis of variances and recommendations for efficiency savings as well as ensuring robust financial strategies are in place and followed to avoid deficit spend.
- Produce financial analysis and reports.
- Assist in the production of monthly / annual accounts ie journals; cashbook entries.
- Handling finance related queries and liaising with the Academy Trust finance team where necessary.
- To assist the Academy Finance Manager with procurement processes, including business cases.
- Communicate both verbally and in writing with staff, pupils, parents/carers, suppliers, a range of other external contacts and responds to a range of financial information.
- Create and maintain appropriate filing systems and arrange archiving, as required.

Payroll/Human Resources

- Setting up of staff contracts and pay records on Arbor and Every HR.
- Administer personnel documentation including contract of employment, pay change letters and any other requirements to meet compliance.
- Administer and process monthly payroll for final approval of the Academy Finance Manager.
- Approval of timesheets and expense claims on to the HR/Payroll system.
- Collate reporting documents for monthly payroll journals.
- Liaison with HR(Every) and Payroll (Dataplan)for contract and payroll queries.

Other Duties

- To undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post.
- Be prepared to undertake professional development and training including whole school training days (if required).

Tenbury High Ormiston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Tenbury High Ormiston Academy is an equal opportunities employer and welcomes applications from all sections of the community. All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, Prohibition check, two references and enhanced DBS check including Children's Barred List.

Person Specification

Role: Finance Administrator

	Essential	Desirable
Qualifications & training	<p>The Finance Administrator should:</p> <ul style="list-style-type: none">• be numerate and accurate• have excellent communication skills, both verbal and written• have experience of Microsoft Excel and Word	<ul style="list-style-type: none">• English and Maths to GCSE/ Standard Grade or beyond
Experience	<p>The Finance Administrator should have:</p> <ul style="list-style-type: none">• worked in an office environment/school environment• experience of working successfully and co-operating as a member of a team• Work on own initiative	<ul style="list-style-type: none">• office experience of at least 2 years
Professional Values	<p>The Finance Administrator will:</p> <ul style="list-style-type: none">• wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body• establish and maintain good professional relationships with pupils, parents and colleagues• adopt a flexible approach to working	
Knowledge and understanding	<p>The Finance Administrator should:</p> <ul style="list-style-type: none">• be confident in the use of email and database programs• be confident in the use of Word and have an understanding of Excel and Powerpoint.	<ul style="list-style-type: none">• experience of working with school management programmes• understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
Skills	<p>The Finance Administrator should:</p> <ul style="list-style-type: none">• promote the school's aims positively• establish and develop appropriate relationships with parents, governors and local community• communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors;• promote a positive working environment;• be able to prioritise workloads; have excellent time management and organisational skills;• be able to work under pressure and meet deadlines• produce accurate work• be able to use initiative	

	Essential	Desirable
Personal characteristics	<p>The Finance Administrator should be:</p> <ul style="list-style-type: none"> • knowledgeable and highly competent • punctual • approachable and empathetic • creative and enthusiastic • organised and resourceful • committed • of smart appearance 	
Special requirements	<p>The Finance Administrator should:</p> <ul style="list-style-type: none"> • have or be willing to undergo an Enhanced DBS disclosure check • be willing to undergo a pre-employment health check 	