



**Kelsall Primary & Nursery School**  
Flat Lane, Kelsall  
Cheshire  
CW6 0PU  
Tel 01829 752811  
website: [www.kelsall.cheshire.sch.uk](http://www.kelsall.cheshire.sch.uk)  
Headteacher: Mrs Sarah White  
B.A. (Hons.)  
head@kelsall.cheshire.sch.uk  
Deputy Head: Mrs Chloe Hook  
**'A Love for Learning'**

## POST: Finance and Administration Officer

<b>Employer</b>	Cheshire Academies Trust	<b>Job Title</b>	Finance and Administration Officer
<b>Location</b>	Kelsall Primary and Nursery School	<b>Contract type</b>	Permanent – 29.6 hours per week (TTO + inset days)
<b>Salary Band</b>	Grade 5 (FTE £25,989 - £28,142) Actual Salary £17,919 - £19,426	<b>Closing date</b>	<b>9am Friday 27<sup>th</sup> March 2026</b>
<b>Job starts</b>	<b>Monday 20<sup>th</sup> April 2026</b>		

**Advert**  
The governors of Kelsall Primary and Nursery School are seeking to appoint a Finance and Administration Officer to join our outstanding team as soon as possible.

This is an exciting and varied role that encompasses a wide range of responsibilities. The post holder will be responsible for school-based administration, front of house operations, invoicing, ordering, and communication with both internal and external stakeholders. The role requires someone who can thrive in a busy school environment, work efficiently and accurately under pressure while demonstrating strong initiative and the ability to prioritise effectively. Applicants should be organised, flexible, self-confident and possess excellent communication, interpersonal and IT skills along with the ability to multitask. Ideally the successful candidate will have experience working in a school office, and or financial role but training will be provided. The candidate should have their own transport as the post holder will be required to travel to meetings and training at other Cheshire Academies Trust schools.

In addition to being an important member of our fantastic team, we can offer:

- Permanent contract (following successful 6-month probationary period)
- Annual pay increases on a national pay scale
- Pro-rated annual leave of 26 days + bank holidays (rising to 31 days after 5 years' service) + bank holidays
- Membership of the Local Government Pension Scheme
- Annual Flu Jab

**The post is term time only plus inset days – Monday, Wednesday, Thursday and Friday 8.15am – 4.15pm.**

**Kelsall Primary and Nursery School** was a founding school of Cheshire Academies Trust and **maintained its Outstanding judgement by Ofsted** in February 2024. We are a forward-thinking and creative school that embrace an Expeditionary Learning approach to education. We promote crew culture, which impels all members of a school community to work together as a team. At Kelsall, crew culture is an engine for equity and inclusion, a place where all children feel they belong and can succeed. The successful candidate will be encouraged to engage in the full life of the school community, demonstrate enthusiasm and work collaboratively within our experienced team. We are looking for an outstanding team player, with a sense of humour.

Please **read our job description and person specification closely**. If you think you may be the candidate we are looking for and would like further information, or an informal discussion, please contact Amanda Crowder on 01829 752811 or email: [businessmanager@kelsall.cheshire.sch.uk](mailto:businessmanager@kelsall.cheshire.sch.uk). We would like **to offer all potential candidates the opportunity to visit our school** and find out more about the role. Visits will take place by appointment please contact the school to make an appointment.

**CAT Academies are committed to safeguarding and promoting the welfare of children** and young people and expect all staff, volunteers and other third parties to share this commitment. **Safer recruitment practice and pre-**

**employment background checks will be undertaken before any appointment is confirmed.** This includes a request for **references, prior to interview.** Shortlisted candidates are expected to provide evidence of **qualifications** at interview and a satisfactory, **enhanced DBS check** will be undertaken before final confirmation to the successful candidate.

We warmly welcome applications from every suitably qualified member of our local community. We regret that we are unable to provide feedback on the shortlisting process. If we have not been in touch with you by 27<sup>th</sup> March then, unfortunately, your application has been unsuccessful on this occasion.

**Shortlisting: Friday 27<sup>th</sup> March 2026**

**Interviews: Monday 30<sup>th</sup> March 2026 (Time T.B.C)**

*We reserve the right to close advertisements early. Advertisements will therefore close at 9am either on the advertised closing date, or the day the decision has been taken to close the advertisement early.*