

Start date 1st October 2026
Grade I, Points 22 – 26 Experience Dependent

HOURS: 37 per week Monday to Friday
40 weeks per year (term time, plus training days, plus 1 other week)

Come and join a vibrant, busy, friendly infant school where you can play a key role in the strategic vision.

The main purpose of the job is to manage the business functions of the school which include finance, premises, health and safety, human resources, compliance and administration.

We can offer you:

- A busy and varied role with a friendly and supportive team to support you
- Your own office, giving you the chance to “close the door and focus” when you need to!
- A school which prioritises staff wellbeing
- An opportunity to work closely with the Headteacher to ensure that the school remains successful
- A modern, forward-thinking school
- An opportunity to take ownership of your own areas of responsibilities and work autonomously

To succeed at this role, you will need to:

- Have experience with finance in school
- Be willing and able to research and learn new or improve existing skills
- Organise and prioritise your workload
- Relish the opportunity to use your initiative
- Be able to effectively communicate with a variety of people
- Proficiently use IT
- Be able to set and monitor a school budget
- Understand or learn about and advise on HR procedures
- Understand or learn about and advise on health and safety

CLOSING DATE FOR APPLICATIONS: Wednesday 23rd September 2026

INTERVIEW DATE: 28th September 2026

VISITS ARE WELCOMED. Please call the school to arrange a tour.

Any questions, please email the headteacher Elaine Ashcroft - head@southend-inf.northants-ecl.gov.uk

TO APPLY PLEASE: -

- Visit our website – <https://www.southendinfant.com/vacancies>

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
The post is subject to enhanced DBS disclosure.*