

Southfield School

Woods Avenue
Hatfield
AL10 8NN

www.southfield.herts.sch.uk
Headteacher: Angela O'Rourke



Finance and Personnel Administrator

We are looking to appoint the right candidate for this post as soon as possible.

Full time

£25,989 - £27,254 FTE (Grade H4)

We are seeking a **Finance and Personnel Administrator** to join our school office team, providing an efficient finance and personnel support service. Across finance, admissions, on boarding of new staff and accuracy of pupil and staff data.

This is a key operational role ensuring systems are accurate, compliant and reliable.

The successful candidate will work independently within established procedures, using initiative and sound judgement to manage specialist administrative processes. While the role does not include decision-making or budget ownership, it carries significant responsibility for accuracy, confidentiality and compliance, and plays an important part in safeguarding and supporting children and families.

Southfield not just cares about the children, but about the staff too, making it a great place to work. We have a bright and spacious comfortable break out area for our teachers and support staff, dedicated PPA room, and a fully equipped functioning kitchen.

By providing a positive work environment, it brings out the best in our teachers. We support training, career development, and your passions.

You'll get free parking, free hot drinks, ongoing support, and a great team.

We believe that schools can and do make a difference in shaping lives, and that the most important resource in any school is its staff. At the heart of this belief is the recognition that people are the school's greatest asset. The success of Southfield School is built upon the dedication, commitment, expertise, and enthusiasm of our highly skilled team. Their passion and professionalism create a supportive and inspiring environment in which our children can thrive and achieve their full potential.

Southfield 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 successful applicant will be required to demonstrate that they meet the criteria outlined in the person specification in order to be offered the post and will be subject to an enhanced DBS check.

We welcome applications from all members of the community.

We warmly welcome the opportunity for prospective applicants to visit our school, meet our dedicated staff, and experience our vibrant community of pupils. To arrange a visit, please contact the school office on 01707 276 504 to schedule an appointment with the Headteacher.

Applications are invited via the MyNewTerm portal: <https://mynewterm.com/school/Southfield-School/130362>

Closing date: Wednesday 15th April 2026

Prospective candidates are encouraged to submit their applications as soon as possible, as we reserve the right to shortlist, interview, and appoint prior to the advertised closing date.