

Reepham High School and College

Finance Assistant

37 hours per week, 42 weeks per year

Salary: £24,345

Required for April 2026 or as soon as possible

Reepham High School & College is an 11-18 comprehensive school, 12 miles north of Norwich. It has approximately 1100 students in total, including 240 students in the sixth form, known as 'Reepham College'. The school serves a very wide catchment area of nearly 400 square kilometres and 85% of our young people travel by bus.

The school is a true comprehensive school with pupils of all abilities and backgrounds. The intake of the school is broadly in line with the national average in terms of prior attainment.

Reepham High School and College have a vacancy for a Finance Assistant.

Working within our busy administrative team, our Finance Assistant will be confident with excellent inter-personal skills, the ability to prioritise and work calmly under pressure, with a professional approach and a good eye for detail. They will administer the day to day operations of purchasing, managing invoices, seeking best value, liaising with school budget holders and suppliers and maintain key areas of the school finance system.

A good level of numeracy is essential, as is the ability to keep sensitive information confidential. Experience of working with school financial systems would be advantageous but training will be provided.

For more information please contact: Chris Durban by email cdurban@reephamcollege.org.uk

Please be aware that Reepham High School and College is committed to safeguarding and promoting the welfare of children. References will be sought and the successful applicant will be required to undertake an enhanced DBS check.

Please apply through www.mynewterm.com

Closing date: 9am 10th April 2026

We welcome applications before the deadline and may interview on an individual basis if a suitable candidate applies.