



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

Academic Year 2025/2026

Dear Colleague

FINANCE ASSISTANT – Full or Part-Time

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school where our students make excellent progress. OFSTED graded the school in March 2025 as Outstanding in all areas and commented "Pupils achieve particularly well at this school due to the ambitious curriculum provided. Pupils are highly engaged and focused in lessons. A clear sense of care resonates through this truly inclusive school."

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

We reserve the right to interview early for this post should a suitable candidate apply

I look forward to hearing from you.

Yours sincerely

James Rebbitt
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD

Telephone: 020 8864 7688

www.whitmore.harrow.sch.uk

Email: office@whitmore.harrow.sch.uk

FINANCE ASSISTANT – Full or Part-Time

Monday to Friday: 9:00 am – 3:30 pm with 30-minute unpaid lunch break

30 hours per week, term time only plus 5 days across the school holidays to meet the needs of the school, to be agreed with line manager

Part-time hours can be considered and discussed during the interview process

Start and end times are flexible and can be adjusted for the right candidate to support personal commitments and operational needs

Scale G3 - £20,875 per annum for the hours shown

JOB DESCRIPTION

Job Purpose:

- To assist the Finance Officer with all aspects of processing school orders
- To organise the lettings/hirers of the school facilities
- To maintain the school's asset register

The person appointed will assist with the smooth running of the school's financial management and will assist with a range of financial and operational matters.

Responsible to: Finance Officer

Job Description/Key responsibilities:

- Assist with the financial procedures, controls and operations within the school, ensuring they are clear, timely, accurate, achieve best value for the school and carried out in accordance with the principles of sound internal control, the Harrow LA Scheme for Financing Schools and the school's Financial Procedures and Scheme of Delegations and other relevant regulations.
- Assist with the complete, accurate and timely recording and processing of financial transactions on the school's Financial Management System including:
 - Recording of all orders and deliveries, including investigating any outstanding orders to expedite their delivery.
 - The organisation of the school's lettings/hirers, including handling enquiries, timetabling lettings, liaising with site supervisors, billing and receipt of income
 - The organisation of the school's asset register, ensuring the register is kept up to date and the equipment is located and identified in accordance with audit expectations.
 - Monthly reconciliation processes including reports and purchase orders
- Manage the receipt of deliveries, liaise with suppliers and distribute as necessary
- Adhere to financial and end-of-year procedures to ensure audit expectations are met and carried out
- Provide a welcoming environment for students, colleagues, parents/carers and visitors ensuring all in-person, telephone and written interactions uphold the school's professional standards
- Undertake administrative duties to support the operation of the school office and wider school function
- Undertake student facing, whole school duties
- Undertake any additional tasks as required by the Headteacher, School Business Manager, Finance Officer or Office Manager, commensurate with the post.



WHITMORE HIGH SCHOOL

Headteacher: James Rebbitt BA, MSC (Oxon)

Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD

Telephone: 020 8864 7688

www.whitmore.harrow.sch.uk

Email: office@whitmore.harrow.sch.uk

PERSON SPECIFICATION

The post holder will:

- Have knowledge of financial systems and procedures (desirable but not essential).
- Be highly numerate and literate with a good level of education and strong attention to detail and accuracy
- Have excellent communication skills with the ability to communicate effectively, clearly and accurately both orally and in writing with a wide range of people
- Possess strong organisational skills with the ability to prioritise own workload, meet all deadlines and remain calm under pressure
- Have excellent computer and administrative skills and be experienced in MS Office packages.
- Be self-motivated, enthusiastic and hardworking and flexible in their approach
- Be a positive team player, willing to assist and support the administrative team where needed and believe in the importance of teamwork and a collaborative approach
- Have a proactive approach to problem-solving
- Embrace new technologies and ideas that enhance and improve finance and administrative tasks
- Have excellent punctuality and attendance
- Maintain complete confidentiality and discretion
- Be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- Be committed to the principles and practice of safeguarding all young people

Academic Year 2025/2026