



The
Burgate

School & Sixth Form

Recruitment Pack

Finance and Admin Assistant

Registered in England and Wales Register Company Number: 07596997

Key Information

Are you ready to bring your organisational talent and enthusiasm to a vibrant secondary school environment? Join us at the heart of our busy and welcoming school community.

Role: Finance and Admin Assistant

Required for: April 2026

23.5 hours a week, Monday to Friday/46.50 weeks a year

There is some flexibility as to the days and hours worked for the right applicant which we would be happy to discuss further at interview.

We are seeking a motivated and highly organised Finance and Administration Assistant to join our busy team. This is an exciting opportunity for someone with excellent attention to detail, strong communication skills, and a proactive approach to support the smooth day-to-day running of our school.

Deadline for applications: 09:00, Friday 20 March 2026

You are strongly encouraged to contact us in advance to learn more about the specifics of this post. If you would like to have an informal chat, or a visit, please contact our Finance Manager, Jo Price

Salary: Scale 3 (£25,583 - £25,989 FTE)

Salary is dependent on skills and experience.

Please note the salaries indicated are the full time equivalent.

Holiday entitlement is built into the salary for term time plus workers.

Total paid weeks for this role will be 46.50 weeks per annum.

Contract: Permanent/Part-Time

Executive Headteacher: David Pover

Associate Headteacher: Ben Clemson

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,
Hampshire, SP6 1EZ

Website: www.theburgate.com



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Finance & Admin Assistant at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment. This is encapsulated in our school vision of *'We want every student to enjoy their learning and feel valued for who they are'*.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that objective. Please take your time to explore our school's website, our recent Ofsted inspection and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover
Executive Headteacher



About the Role

We are seeking a motivated and well organised Finance and Admin Assistant to join our busy team. This varied role is perfect for someone who enjoys working in a fast-paced environment and takes pride in maintaining accurate records and providing exceptional support.

You will play a key part in supporting the day-to-day financial operations of the school by undertaking a range of financial and administrative functions and offering a friendly, professional service to students, staff and parents, and visitors. This is an exciting opportunity to contribute to our school and make a real difference behind the scenes while developing your skills within a supportive team.

You may also be asked to provide support across other administrative functions within the school, ensuring continuity and smooth operation during busy periods or staff absences. This could include assisting with reception duties, supporting student services, or contributing to wider office tasks as needed. Flexibility and a willingness to step in where required are key to this role to help maintain our efficient, friendly school environment.

ICT experience is essential but specific training will be given on specialist school software.

This role is ideal for someone who thrives on variety and who is an approachable, positive individual who thrives in a busy environment and can juggle tasks with confidence and professionalism.

What we are looking for:

It is important you have good interpersonal and organisational skills with the ability to communicate at all levels, both in writing and face-to-face. Experience of working in a similar role would be an advantage but not essential as full training will be given.

You will also:

- Have good literacy and numeracy skills
- Be comfortable working with financial processes, such as invoicing, reconciliations, and data entry
- Be proficient with IT systems, including Microsoft Office and school-based software (with training)
- Have an eye for detail and accuracy
- Be able to work independently or as part of a team
- Be able to multi-task in a fast-paced environment
- Be able to use initiative, solve problems and remain calm under pressure
- Be friendly, approachable and collaborative, contributing positively to a team environment

If you are a team player with a flexible approach and a positive, can-do attitude, we would be delighted to hear from you.

In return, we offer:

- A supportive school community with friendly, enthusiastic and caring colleagues
- A commitment to professional development to support your individual career
- A collaborative working environment within a strong support network
- Access to the Local Government Pension Scheme
- Electric vehicle charging points
- A cycle to work scheme
- A school with fantastic grounds on the edge of the New Forest

Hours of Work and Support Staff Pay Explained

The role of Finance and Admin Assistant is a term time plus role.

What is Term Time Plus

As a term time plus worker, you will be contracted to work a certain number of weeks per year with your non-working time scheduled in the school holiday periods. Your non-working time will be made up of a combination of holiday entitlement and unpaid leave. Your salary however will be paid all year round in equal instalments and be payable monthly in arrears on the last working day of each month.

The school's academic year is 39 weeks (three terms of approximately 13 weeks each). In addition, the Finance and Admin Assistant will be required to work two additional weeks during the school holiday period.

The successful candidate will therefore be contracted to work for 46.50 weeks per year. A 'year' being 1 September to 31 August.

This can be broken down as follows:

39 weeks – term time including five INSET days.

+

2 weeks – of working during school holiday periods

+

5.50 week's paid holiday (including bank holidays)

= 46.50 weeks paid

Remaining weeks are unpaid

Annual Leave

For term time plus staff, annual leave is built into your pay calculation rather than taken as separate days off. This means your paid holiday entitlement is included within the school holiday periods, and leave cannot be taken during term time when students are in school.

The school's holiday year also runs between 1 September and 31 August. For the Finance and Admin Assistant role, you will be entitled to 5.50 weeks' paid holiday which includes bank holiday entitlement. You will be paid your normal basic remuneration during such holidays.

If you join us part way through the leave year

If an individual starts their employment part way through the leave year, they will only be entitled to the part of their total annual leave entitlement accrued for that year.

Holiday entitlement will therefore be calculated on a pro-rata basis rounded up to the nearest whole or half day.

How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

Application Form

Your application is an important part of the selection process so it's really important that you try to capture all of the relevant information we ask for on the form. All applications must be submitted through My New Term — the link to our careers page is here:

[The Burgate School and Sixth Form Careers Page Link.](#)

For safer recruitment reasons, only applications submitted via My New Term will be considered. CVs will not be accepted.

Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, you may be asked to undertake one or two tasks depending on the role you are applying for. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented.

If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.

References for shortlisted candidate

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

Safeguarding and Child Protection Statement

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

Equal Opportunities Statement

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

General Information for Applicants

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2025 were pleasing with 71% of students achieving a pass grade in both English and Maths. This is significantly above the national average, and a real source of pride for the school. Our A level outcomes were also outstanding this summer with a greater proportion of students achieving top grades in line with the national picture. Overall, 76.6% of grades awarded were A*-C, which is the highest set of results since the end of the pandemic.

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The Burgate School continued to be rated 'good with outstanding features by Ofsted in November 2024.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

Job Description

Finance and Admin Assistant

Impact Statement: to assist the Finance Manager with the day to day functions of the finance department, recognising and respecting at all times, the confidential nature of information which passes through the Finance Office.

Level of responsibility: N/A

Line Manager: Finance Manager

CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

KEY RESPONSIBILITIES:

Support with:

- Processing of official school orders in accordance with the Academies Trust Handbook
- Processing of invoices for payment in accordance with the Academies Trust Handbook
- Processing of cheques & BACS runs in accordance with the Academies Trust Handbook
- Recording of school income
- Monitoring trip costs and invoice payments for trips and visits (with Finance Manager)
- Producing and sending general invoices for the school (with Finance Manager)
- Maintaining records of the Academy's Petty Cash Float in accordance with the Academies Finance Policy (with Finance Manager).
- Preparing cost centre reports for budget holders on a half-termly basis (with Finance Manager)
- Checking the accuracy & validity of invoices received from suppliers
- Recording of cash/cheques received
- Inputting salary details (with Finance Manager)
- Provide support across other administrative functions within the school

You may also be asked to carry out any other duties reasonably requested by the Leadership Team

Role: Person Specification for Finance and Admin Assistant

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|---|-----------|-----------|
| Safeguarding | Essential | Desirable |
| Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures | X | |
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| Qualifications | Essential | Desirable |
| Good level of education to at least GCSE standards or equivalent in Maths and English | X | |
| Finance Qualification | | X |
| | | |
| Knowledge and Experience | Essential | Desirable |
| Excellent IT skills including all main Microsoft applications—Word, Excel etc | X | |
| Awareness of the importance of confidentiality and data protection | X | |
| Knowledge of and experience of using a recognised financial management system | | X |
| | | |
| Skills and Abilities | | |
| Excellent organisation skills | X | |
| Excellent written and oral communication skills | X | |
| Ability to communicate effectively | X | |
| Ability to prioritise work | X | |
| Ability to meet deadlines | X | |
| Ability to manage own workload | X | |
| Attention to detail | X | |
| | | |
| Personal Qualities | Essential | Desirable |
| Proactive approach | X | |
| Have a good record of punctuality and attendance | X | |
| Calm, patience and an appreciation of a sense of humour | X | |
| Team Player | X | |
| Flexible attitude | X | |
| A positive and optimistic outlook | X | |
| Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.' | X | |
| Strong willingness to contribute to the wider life of the school | X | |
| Show fairness and consistency | X | |
| Commitment to equal opportunity | X | |
| | | |
| Essential Competences | Essential | Desirable |
| High level of confidentiality, honesty and integrity | X | |
| Well-honed interpersonal skills | X | |
| Smart appearance | X | |