



# THE BUCKINGHAM SCHOOL

## A SPECIALIST SPORTS COLLEGE

London Road

Buckingham

MK18 1AT

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Email: [office@buckinghamschool.org](mailto:office@buckinghamschool.org)

Website: [www.buckinghamschool.org](http://www.buckinghamschool.org)

Headteacher: Mr A McGinnes

## FINANCE OFFICER

### BUCKS PAY RANGE 3

**£22,245 to £24,059 FTE (Actual pay £11,271 to £12,190)**

*Minimum 25 hours per week, 39 weeks per year, Permanent  
Distribution of hours required over the whole school week, although start and finish times  
to be agreed*

### FROM ASAP

We seek to appoint a professional, reliable, positive and motivated individual, who is focused on managing the financial management of our thriving school. Applicants must be an excellent communicator, have experience of financial management, payroll procedures and have experience of IT and accounting software. They must also be committed to delivering exceptional customer service and show a 'can do' approach to problem solving.

Working alongside our current experienced Finance Officer and Business Manager, this is a varied and interesting role, where a willingness to be involved in the whole school is essential.

#### **In return we will offer you:**

- A professional and supportive team
- A personalised approach to Professional Development
- A role in a school that offers exciting variety and professionalism
- A supportive and inclusive staff environment.

Visits to the school are warmly welcomed by appointment, please contact Mrs Alison Allen, PA to Headteacher to arrange this – 01280 818 920. In addition, please explore our school website, to obtain further information about us.

Please download the full Job Description from the School's website and send a letter of application along with the completed application form, giving full contact details of two recent, relevant professional referees (one of which is your current Headteacher) to: Mr Andy McGinnes, Headteacher, The Buckingham School, London Road, Buckingham, MK18 1AT or email to [aallen@buckinghamschool.org](mailto:aallen@buckinghamschool.org)

**Closing Date: 9am Friday 25<sup>th</sup> September 2020**

**Interview Date: TBC**

*The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.*

**Success for All through Achievement, Challenge & Enjoyment**

