



# The Blake CE Primary School

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Telephone 01993 702840

Email [office.3600@blake.oxon.sch.uk](mailto:office.3600@blake.oxon.sch.uk)

Website <http://www.blake.oxon.sch.uk/website>

Headteacher Tim Edwards-Grundy



*Loving, learning and flourishing in community*

## Finance Officer vacancy

Closing Date: Wednesday 8<sup>th</sup> June (6pm)  
Interview Date: Friday 10<sup>th</sup> June 2022  
Job Start Date: 1<sup>st</sup> September 2022  
Salary Type: Support Staff  
Salary Details: Grade 8 £25,419 - £28,226 (pro-rata & term time only)  
Hrs of Work: 20 hours (Monday - Friday)

### **JOB/PERSON SUMMARY**

A Finance Officer is required to join our busy administrative team. The successful candidate will be committed to our vision and will recognise the part that everyone has to play in ensuring the flourishing of our community.

The Finance Officer will be responsible for all financial matters, including but not limited to, budget planning and monitoring, the day-to-day management of school funds, payroll and insurance.

The ability to work flexibly, independently, and yet as part of a team, will characterise the Finance Officer alongside a warm professional manner and an eye for detail. The highest degree of honesty and integrity will be expected.

If you would like to know more about our school, please do explore our website. If you would like to arrange a visit to discuss the role further and meet the team, please contact the school office to arrange this on 01993 702840 or [office.3600@blake.oxon.sch.uk](mailto:office.3600@blake.oxon.sch.uk).

### **APPLICATION PROCEDURE**

More information and an application form can be found on The Blake School website <http://www.blake.oxon.sch.uk/website> . Completed application forms should be sent by email to: [rlockwood@blake.oxon.sch.uk](mailto:rlockwood@blake.oxon.sch.uk) or by post to the school address.

*The Oxford Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that require applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.*