



THE NORTON
KNATCHBULL
SCHOOL

The Norton Knatchbull School,
Hythe Road, Ashford, Kent, TN24 0QJ
Headteacher: Mr. B. Greene, BA (Hons), NPQH

t: 01233 620045
e: information@nks.kent.sch.uk
www.nks.kent.sch.uk

ASSISTANT FINANCE OFFICER (part-time)

This is a permanent, part-time position for 25 hours per week, term time only (38 weeks) plus 5 INSET days.

The successful candidate will undertake a range of financial procedures, working as part of the Finance team supporting the Finance Manager and Finance Officer to ensure the school meets its educational needs through robust business functions. They will assist with the development and organisation of financial processes within the school to benefit student learning and teacher efficiency, in accordance with all school and statutory policies and frameworks. Please see the Job Description for further details.

You should have a good level of education to at least GCSE standard or equivalent and competent in using Microsoft Office. Experience within an office environment, preferably within school administration is desirable.

Salary is Kent Range 5 - £20,801 - £21,910 (pro rata/FTE 0.58 - £12,141 - £12,788) depending on experience. The post is for 25 hours per week between the hours of 8am-4pm. Exact timings to be agreed in advance with the Headteacher and Finance Manager.

For an application form and job description, please visit our website at www.nks.kent.sch.uk
A completed application form should be sent to Mrs E Blunt, PA to the Headteacher,
email ebblunt@nks.kent.sch.uk

Deadline for applications: **9am - Wednesday 12th October 2022.**

We reserve the right to interview prior to this date depending on applications received.

NKS is committed to the Continuing Professional Development of all our staff. We support our employees in career development and respect initiative and ambition. As such we are committed to using Performance Management; formal and informal training; coaching and mentoring; and peer support to ensure the progression of our staff. In return we expect commitment and a desire to improve and excel from our colleagues.

All new recruits to our team will be further supported by a comprehensive Induction Programme and a Mentor.

The Norton Knatchbull School is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure.

Only candidates who are shortlisted will be contacted.

Benefactorum Recordatio Jucundissima Est

Academy Trust Registered Office: Hythe Road, Ashford, Kent, TN24 0QJ. Company number 07992899



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