

SHEVINGTON HIGH SCHOOL

Life is What You Make It!



Finance Officer

Application Pack



Ofsted 2026

"Staff enjoy coming to work here."

"They are positive about the support leaders provide to reduce their workload and improve their wellbeing."

"They appreciate the highly individualised professional learning they receive. This helps them to continually improve."

"Leaders, staff and pupils share the view that Shevington includes everyone. This ethos runs through every strand of school life."

Message from the Headteacher

Many thanks for your interest in this post and in joining Shevington High School. I hope the information in this pack gives you a clear sense of who we are, what we value and what it is like to work as part of our school community.

Shevington High School is a successful, popular, and ambitious 11-16 community school located in the village of Shevington, just three miles from Wigan town centre and only minutes from the M6 motorway. We are smaller than the average secondary school, which allows us to know our pupils well, build strong relationships and create a genuine sense of community. The school is oversubscribed, with strong demand for places.

Over recent years, Shevington has continued to grow and improve. There has been significant investment in the school, alongside a clear focus on raising standards, strengthening teaching, and learning, and ensuring that every pupil is supported to succeed. We are proud of the progress the school has made and remain ambitious for what comes next.

Shevington is a thriving and vibrant school with a clear commitment to inclusion, high expectations and continual improvement. We work hard as one team to support pupils from a wide range of starting points, helping them to achieve well academically and develop the confidence, character and skills they need for the future.

At the heart of our approach is the belief that pupils should be active participants in their own learning. We place student agency at the centre of school life through high-quality teaching, personalised support and a curriculum that is carefully planned, ambitious and responsive to pupils' needs. Our work in this area has been shaped over several years through our partnership with Kunskapsskolan Schools in Sweden, and we are proud to be recognised as a KED-inspired school.

We also have a well-established digital strategy that supports learning across the curriculum. Pupils use digital devices and Google Classroom to enhance their learning, develop independence and build the skills they will need in an increasingly digital world.

A distinctive feature of life at Shevington is our coaching programme. We see coaching as central to personalised learning and to helping pupils take ownership of their progress. Pupils meet regularly in small coaching groups, where they are supported to set goals, reflect on their learning, and develop the habits needed to become confident, independent and successful young people.

Shevington High School is a school with a strong sense of direction, a committed staff team and a deep belief in the potential of every pupil. If you share our values and are excited by the opportunity to contribute to the next stage of our journey, I would be delighted to receive your application.

Finance Officer

37 hours per week, term time only
(Monday–Thursday 08:00-16:00hrs
and Friday 08:00-15:30hrs)

Salary: G5 (scp 8-14)
£22,381 - £24,647 term-time pro-rata (pay award pending)
(£13.90 - £15.31 per hour)

Required as soon as possible
Closing date: Sunday 13th September 2026
Interviews: To be confirmed

We are seeking to appoint an experienced, dynamic and committed Finance Officer to join our busy and supportive school team. Working closely with the Senior Finance Officer and School Business Manager, you will play an important role in providing an efficient, professional and comprehensive financial support service across the school.

We are looking for someone who:

- Is professional, positive and proactive, with the ability to build effective relationships with a wide range of stakeholders.
- Has a sound knowledge of finance and administrative procedures.
- Is committed to safeguarding children and supporting the wellbeing of our school community.
- Demonstrates excellent communication and interpersonal skills.
- Works effectively and collaboratively as part of a team.
- Is flexible and adaptable, with a willingness to embrace change and identify opportunities to improve current practices.

This is an excellent opportunity for someone looking to develop their finance career while benefiting from the rewarding work-life balance of working in a school environment.

The role is varied and would suit someone who enjoys working in a busy environment, takes pride in accuracy and 'getting things right', and is confident managing a diverse range of responsibilities.

Key responsibilities

The successful candidate will be responsible for a range of financial and administrative duties, including:

- Processing and monitoring financial transactions, including purchase orders, deliveries, invoices, reconciliations, petty cash and costings, resolving queries and ensuring compliance with financial regulations and procedures.
- Producing financial information, expenditure analysis and monthly budget statements.
- Administering and reconciling school funds and online transactions.
- Providing financial administration for school trips and events, including preparing costings, monitoring income and expenditure against agreed budgets, and ensuring activities remain financially viable.
- Coordinating peripatetic music lessons, including timetabling, costings, and monitoring and collecting income.

- Providing financial and administrative support for areas such as school transport and bus services, including issuing termly passes.
- Supporting the administration of other school services as required.
- Managing the School Shop, including stock control.
- Coordinating Chromebook orders and repairs, including following up outstanding payments where required.
- Assisting with the organisation and administration of school events, including room arrangements, refreshments, promotional and marketing activities.
- Building and maintaining effective working relationships with colleagues, parents, students and other stakeholders across our school community.

You will need recent and relevant experience of working in a finance environment, with the ability to undertake a range of financial duties accurately, efficiently and confidentially. Good ICT skills, particularly in Microsoft Word and Excel, are essential.

Alongside your finance responsibilities, you will support our busy school office team, providing occasional reception duties and administrative support, including responding to telephone calls and face-to-face enquiries from students, parents, colleagues and visitors. You will therefore be welcoming, approachable, professional and able to build positive relationships with a wide range of people.

Experience of working in a school office, together with knowledge of Arbor Finance and SIMS MIS, would be advantageous but is not essential. We are also open to supporting the professional development of the right candidate through an appropriate apprenticeship route.

The successful candidate will be a flexible and proactive team player, with a positive outlook and the ability to prioritise, multi-task and remain calm and effective in a busy environment. The role may occasionally require evening work to support school events, as well as occasional driving of the school minibus and providing first aid support, where required.

Above all, we are looking for someone who wants to make a positive contribution to our school community and is committed to working collaboratively to achieve the best possible outcomes for our students. If you are organised, personable and committed, and enjoy being part of a team that makes a real difference to the lives of young people, we would love to hear from you.

Further information about the role, including the key responsibilities, skills and experience required, can be found in the job description and person specification below.

Salary & Benefits

In return, we offer:

- Children of staff are included as one of the priorities on our admissions criteria for those wishing to support an application for their child to the school.
- Enhanced Induction for all new staff
- Commitment to employee Health and Wellbeing including dedicated Employee Assistance Programme
- Rewards and Recognition Scheme
- Cycle to Work Scheme
- Dedicated Staff Wellbeing team and School Workload Charter

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

As part of our safer recruitment procedures, an online search will be undertaken on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE) 2026.

Applications to be returned to Lisa Thompson on email at lthomspon@shevingtonhigh.org.uk or returned to the School Office for the attention of Lisa Thompson.

Finance Officer

Job Description

Job purpose:	Under the direction of the Senior Finance Officer and School Business Manager, to provide a high-quality, accurate and confidential financial and administrative service to the School Business Manager, Senior Leadership Team and Headteacher. To undertake a range of financial, administrative and operational duties that support the effective and efficient running of the school, in accordance with school policies, financial procedures and relevant statutory requirements		
Reporting to:	Senior Finance Officer/School Business Manager		
Responsible for - Staff	None		
Liaising with:	Headteacher, Senior Leadership Team, teaching and non-teaching staff, pupils, parents/carers, Local Authority representatives, suppliers, contractors, visitors and external agencies.		
Grade of post:	G5	Gauge ref:	A23296
Disclosure level:	Enhanced		

Job Outline

Financial Support

- Undertake a range of financial and accounting processes to a high standard of accuracy, confidentiality and within agreed timescales.
- Maintain accurate financial records/returns using relevant financial and MIS systems including SIMS & Arbor including processing purchase orders, invoices, income, payments, online transactions, petty cash and other financial transactions in accordance with the school's financial procedures.
- Assist with the preparation, monitoring and review of the school budget, recording financial activity against approved allocations and identifying significant variances for consideration by the Senior Finance Officer and School Business Manager.
- Produce financial information, expenditure analysis, budget statements and management reports as required.
- Produce detailed monthly reports for budget holders.
- Administer and reconcile school funds, including associated bank accounts and online transactions.
- Collation and banking of monies and reconciliation of relevant accounts.
- Manage and coordinate petty cash arrangements, ensuring that records and supporting documentation are complete and accurate.
- Maintain appropriate financial records and provide information to support internal and external audit requirements.
- Co-ordinate the financial administration of school trips and events - preparing costings, monitoring expenditure against agreed budgets, ensuring activities remain financially viable and do not incur an unapproved deficit, and monitoring and reconciling payments received.
- Co-ordinate peripatetic music lessons, including timetabling, costings and the monitoring and collection of income, liaising with Wigan Music Service, teaching staff, parents/carers and pupils
- Provide financial/administrative support relating to areas such as transport/bus services, including issuing termly passes, and other school services.

Procurement and Resources

- Order goods and services in accordance with school procedures, obtaining quotations where required and supporting the achievement of best value.
- Monitor and maintain appropriate stock levels for stationery, hospitality supplies, equipment and school events.
- Manage the School Shop including stock control.
- Co-ordinate Chromebook repairs and related records/order, including following up outstanding charges or arrears where required.
- Liaise with suppliers and contractors regarding orders, invoices, deliveries, repairs and other financial or administrative queries.

Data, Systems and Reporting

- Input, maintain, retrieve and analyse financial and administrative data to support effective decision-making and management reporting.
- Maintain accurate manual and electronic records, databases, returns and management information, using Excel and other relevant ICT systems to analyse data, reconcile information and produce high-quality reports.
- Support the development and maintenance of efficient administrative and financial systems and procedures.
- Manage and distribute emails and information appropriately, ensuring enquiries and actions are directed to the relevant member of staff.

School Administration and Operational Support

- Support with arrangements for external visitors, agencies, linked schools and parents/carers.
- Assist with the organisation of school events including refreshments, rooming arrangements, promotional and marketing activities as required.
- Administer school lettings and other uses of school premises, where appropriate, including liaison with relevant users and agencies.
- Take accurate minutes of meetings and provide associated administrative support where required.

Customer Service and Reception

- Respond promptly, professionally and courteously to enquiries from staff, pupils, parents/carers, suppliers, visitors and external agencies, providing information within the scope of the role or referring enquiries to the appropriate member of staff.
- Maintain confidentiality and exercise appropriate discretion when dealing with financial, pupil, staff and other sensitive information.
- Provide reception and front-of-house/break duties as required, including answering telephone and face-to-face enquiries and managing visitor signing-in procedures, inline with safeguarding procedures.

Additional Duties and Support

- Undertake pupil welfare, student services and basic first-aid duties where required and following appropriate training.
- Work collaboratively with other members of the school office and provide administrative support across the wider school office as required.
- Contribute to the development and implementation of relevant administrative systems, procedures and policies.
- Undertake other duties appropriate to the grade and nature of the post, as directed by the Senior Finance Officer or School Business Manager.

General Responsibilities

- Carry out all duties efficiently, effectively and economically, in accordance with school policies and procedures.
- Maintain high standards of accuracy, confidentiality, professionalism and customer service at all times.

- Comply with the school's health and safety, safeguarding, data protection and financial procedures.
- Participate in relevant training, professional development and the school's staff review and development appraisal process.

Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.

Health and Safety Training

- To undertake Health and Safety Training on areas within the designated work area.
- To undertake statutory annual training inline with safeguarding requirements

Finance Officer Person specification

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
A. Experience			
High level of financial / administrative experience and confidence in using financial systems and software	E		A,I,R,T
Understanding and knowledge of a range of financial procedures and accountancy principles	E		A,I,R,T
Proven experience of use of SIMS, Arbor and other ICT packages, or willingness to undertake training	E		A,I,R,T
Experience of using Excel at advanced level	E		A,I,R,T
Proven experience of working within a school office environment		D	A, I
Previous experience of working with children of a relevant age		D	A, I
Good communication and written skills	E		A, I, R, T
B. Training and Qualifications			
Minimum 3 GCSE grade C or above including Mathematics & English or relevant level of qualification	E		A
NVQ level 3 in Business Administration/ Accounting or relevant qualification or equivalent applicable experience	E		A

Certificate of School Business Management		D	A, I
Previous supervisory experience		D	A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

Knowledge of education and local Authority organisations	E		A, I
Knowledge of how to undertake a range of financial processes	E		A, I
Knowledge of school related office procedures		D	A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

Sound organisational skills to provide accurate and competent support in all aspects of office activities	E		A, I
Very good communication skills to deal with a range of people and provide polite, courteous and efficient customer service	E		A, I
Able to work effectively as part of a team and individually	E		A, I
Ability to use own initiative to respond to and resolve problems within recognised procedures	E		A, I, T
Ability to work under supervision and as a team member	E		A, I
Ability to be self-motivated and prioritise own tasks and those of others ensuring tasks are completed within deadlines	E		A, I
Ability to use initiative to respond to and resolve problems within recognised procedures	E		A, I
Ability to build and maintain successful relationships with staff, students, parents etc. based on mutual respect and consideration	E		A, I
Ability to work collaboratively with colleagues and partners beyond the School	E		A, I
Commitment to promote a positive ethos within the school	E		A, I
Ability to work in accordance with the schools health & safety policies	E		A, I
Excellent attendance and punctuality	E		A, I, R
Willingness to seek expertise, guidance and advice when necessary	E		A, I

Commitment to promoting the School in the local and wider community	E		A, I
E. Legal Issues			
Legally entitled to work in the UK	E		A, R