



Finance Assistant – Part Time

20 hours per week, all year round

NJC SC2 Point 3 £18,562 – Point 4 £18,933 pro rata salary £10,033.51 – 10,234.05

As soon as possible

Gospel Oak School, Tipton

An exciting opportunity has arisen for an enthusiastic and experienced Finance Assistant to join our finance team. Supporting the Finance Lead, you will carry out a number of duties within the finance department to ensure smooth running of the department while always adhering to financial policies and procedures.

You will be joining a group of 9 successful schools serving approximately 4000 children from nursery through to 19 years of age as part of the Central Regions Schools Trust, founded by the RSA. Gospel Oak School in Tipton (West Midlands) is an oversubscribed and expanding 11-19 school with 1275 students (including Sixth Form). The school is highly aspirational, boasting fantastic facilities for both students and staff.

For further information about the role please contact the HR department on either GOSHR@gospeloakschool.co.uk or by calling 0121 556 1351. An application pack can be found on the school website www.gospeloakschool.co.uk under vacancies.

Completed applications should be sent to goshr@gospeloakschool.co.uk.

Closing date for applications: 9am on Friday 1st October 2021

Central Region Schools Trust is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, 2 work references and other employment checks.

Gospel Oak School, Bilston Road, Tipton DY4 0BZ