



**THE BLANDFORD  
SCHOOL**

## **FINANCE OFFICER**

**REQUIRED AS SOON AS POSSIBLE**

**30 HOURS PER WEEK**

**TERM-TIME ONLY PLUS FIVE INSET DAYS AND 4 WEEKS IN THE SCHOOL**

**HOLIDAYS**

**PERMANENT**

**SALARY GRADE 5 (£12.18 PER HOUR) – ACTUAL SALARY £18,147**

**(FTE £23,500)**

The Blandford School is a successful school with high aspirations for our students. The school was inspected by Ofsted in April 2024 and achieved Good in all areas. With outstanding facilities, and inspirational and dedicated staff, we seek to appoint an ambitious and enthusiastic Finance Officer.

This role would suit someone who enjoys working with young people and contributing to their progress and development. Responsibilities will include raising and authorising orders; payments and invoice requests on the appropriate system; arranging recharges to budget heads; assisting with debt recovery procedure in respect of unpaid invoices; managing Data Protection records for the school; providing administrative assistant as required and promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy

We welcome potential applicants visiting the school in advance of making an application.

If you are interested in working fewer hours than 30 each week, please provide details of which days and hours you would be able to work so that this may be considered.

For more information, please contact: David James ([djames@blandfordschool.org.uk](mailto:djames@blandfordschool.org.uk))

**CLOSING DATE: 11<sup>th</sup> July 2024**

**INTERVIEW DATE: To be confirmed**

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and acceptable references. All

applications must be made either by completing the application form. CV applications will not be considered.

The Blandford School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will be based purely on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel, will conduct the search and will only share information if and when findings are relevant and of concern.

This role is UK based and your Right to Work will need to be established as part of the appointment process

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.