**Finance Officer**

**Permanent Contract**

**30 hours per week, term time only plus 1 inset day**

**Grade 5 SCP 5 – 6 (£12.85 - £13.05 per hour)**

**Actual Salary £16,935 - £17,203**

We are looking for an enthusiastic and dedicated Finance Officer who wishes to join a successful, supportive, and innovative team. This is a fantastic time to join The Purbeck School, which is currently thriving as part of the Wessex Multi Academy Trust.

The successful candidate will be someone who has an excellent understanding of educational finances and has a desire to drive improvement in the organisation that they work for.

You will be working within a caring and compassionate school, that is committed to both your personal development and wellbeing.

**Closing date: Sunday 30th March 2025**

*The Purbeck School values the diversity of our workforce and welcomes applications from all sectors of the community.*

*The Purbeck School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check in line with Government safer recruitment guidelines.*

*The pro rata salary shown is based on the number of hours and weeks worked and includes appropriate paid annual leave and bank holiday entitlements.*

*The salary quoted is the annual salary for the position at the time of advert. The salary will be paid in equal monthly instalments and will be adjusted at the start of employment and again if leaving part way through the school year to ensure the correct salary is received for the work completed in an academic year.*

*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.*

*Keeping Children Safe in Education*

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