



Simon Langton Girls' Grammar School

Finance Assistant p-t

September 2026



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I would welcome you to apply to join the Langton Family.

Paul Pollard
Headteacher



Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

JOB INFORMATION : Finance Assistant (p-t)

We are looking to appoint a part-time finance assistant to join our busy and friendly finance team. If you are well organised, accurate, approachable and able to work effectively in a fast-paced environment with a positive “can-do” attitude, this may be a great opportunity for you.

At Simon Langton Girls' Grammar School we take immense pride in our school. We are friendly, innovative and are committed to ensuring all our students are educated in a safe, supportive and caring environment, whilst receiving an outstanding education. We are seeking to appoint someone who shares these values and would like to join us in delivering on our commitment to our entire school community.

It is essential that the successful person is numerate, highly organised and an experienced administrator with confidence in a range of IT systems. They will need to have excellent communication and interpersonal skills and enjoy working as part of a busy team. Previous experience in a finance, accounts or school-based role would be advantageous, although this is not essential as training can be provided for the right candidate.

Simon Langton Girls' Grammar School is a thriving and successful school with a strong sense of community. We value our staff and recognise the important contribution every member of the team makes to the education and wellbeing of our students. You will be joining a supportive and collaborative environment where your work is genuinely appreciated and where you can make a real difference every day.

Safeguarding Recruitment Statement

Simon Langton Girls' Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves regular interaction with students and therefore the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check, satisfactory references, online searches and all other relevant pre-employment checks in accordance with Keeping Children Safe in Education and the school's safer recruitment procedures.

We encourage all applicants to review the Candidate Information Pack, Job Description, Safeguarding and Child Protection Policy, Recruitment Privacy Notice and the School's Policy on the Recruitment of Ex-Offenders before submitting an application.

Salary: Kent Scheme Grade C, £17,992 (pro-rata to £26,956) p.a.

Hours of work: 27.50 hours per week term time plus 2 weeks (55 hours) during school summer holidays

Start Date: Monday 9th November 2026

All applications need to be submitted through UKteach.com. C.V.'s cannot be accepted

Closing date – Mid-day Monday 28th September 2026

Job Specification

Job Title: Finance Assistant (p-t)

Job Purpose: Assist the finance team and carry out administrative tasks to assist in the smooth, efficient running of the school financial systems

Responsible to: Operations Manager

Salary: Kent Scheme C

Hours of Work: 27.50 hours per week term time, plus 2 weeks (55 hours) during school summer holidays

Specific accountabilities:

- Assist the finance team with the day-to-day financial management and administration of the school's finances
- Assist with inputting and maintaining accurate financial information in the school finance systems, including supplier details, purchase orders, invoices and other items as required, in accordance with school finance policy and other financial controls
- Receive and process purchase order requests from staff, following school procedures, including placing orders with suppliers, and dealing with queries regarding orders
- Manage enquiries regarding letting of school facilities, including generating letting agreements and sales invoices
- Day-to-day management of ParentPay (including payments for clubs, trips, and any other items)
- Respond to queries from parents, students, staff and other stakeholders and maintain a quality service and customer satisfaction
- Monitor dinner money records for students and deal with any issues and queries
- Undertake banking transactions including the counting of any cash collections and ensuring any cash and cheques received are banked promptly
- Assist with the administration of records for 16-19 student bursaries & free school meals
- Assist with the administration of records for Gift Aid claims
- Support the finance team to maintain all the established financial control systems and operate the school budget within the set financial targets for the whole school
- Photocopying, filing, printing, general office administration and other finance tasks as may be required from time to time

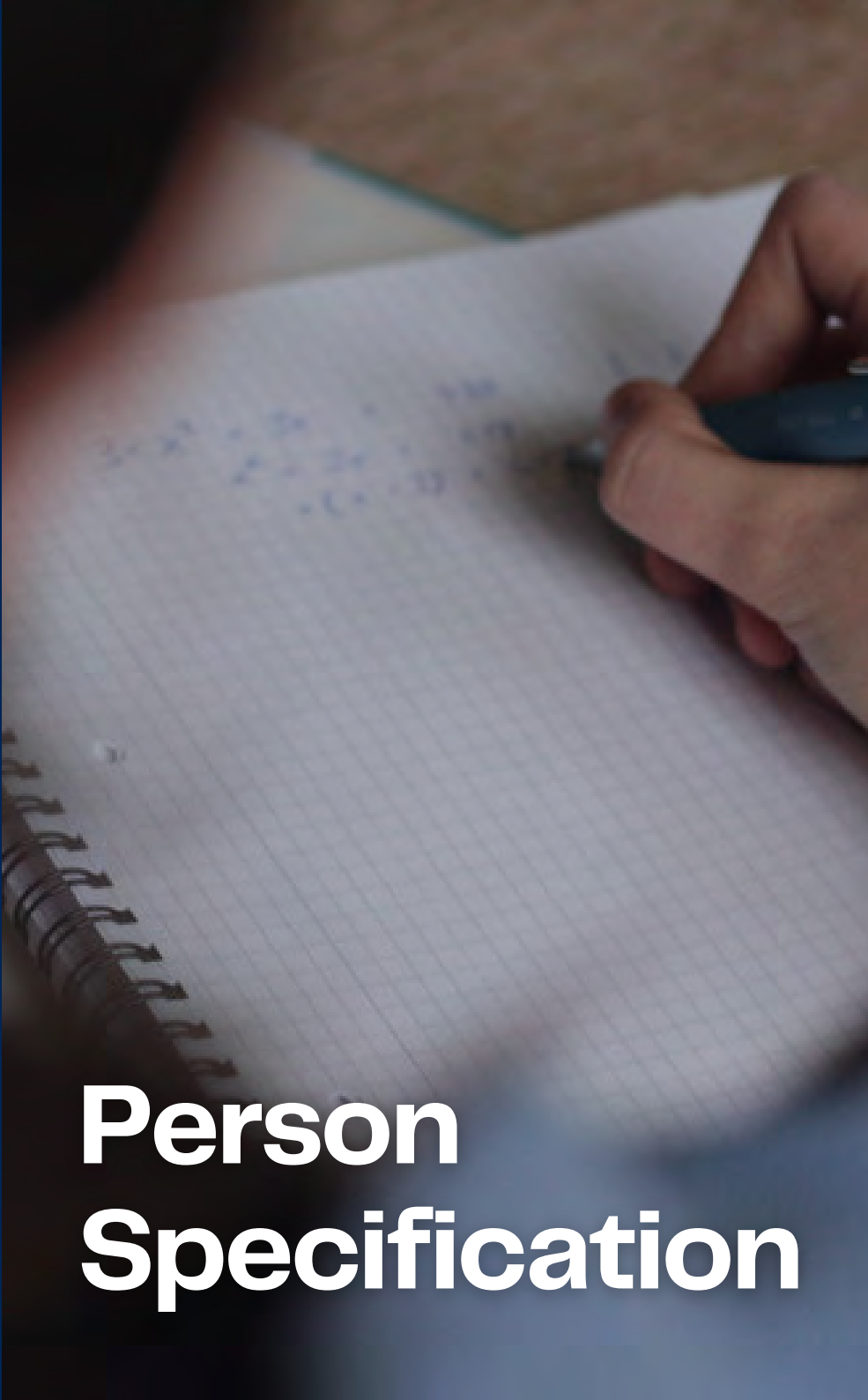
General accountabilities for all support staff:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal and professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To undertake first aid training and administering medicines training, if required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- Organise or support inclusion in school events, e.g. Christmas dinner, sports day, annual Commemoration Service
- To undertake broadly similar duties commensurate with the level of the post as required by the headteacher



Essential requirements:

- English and mathematics equivalent to GCSE grade 4+/C or above
- Ability to organise and prioritise workload to achieve deadlines
- Positive, friendly and upbeat personality
- Good inter-personal skills; appropriate style with the public
- Prompt and reliable
- Flexible and calm under pressure
- Able to deal with sensitive information in a confidential manner
- Able to take responsibility for designated tasks and investigate queries and anomalies
- Previous experience of working within financial regulations; knowledge of a range of financial procedures would be desirable
- Experience of using financial accounting software and other IT systems
- Experienced user of Microsoft Office (Word & Excel)
- Able to learn new administrative systems
- Able to deal sympathetically but firmly with students
- Able to work as part of a team
- Sensitive to matters of confidentiality

A close-up, slightly blurred photograph of a person's hand holding a pen and writing on a spiral-bound notebook. The notebook is open, showing lined pages. The background is out of focus, suggesting a desk or workspace.

Person Specification



The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the headteacher or designated deputy.

- Applications for this post must be made through [UKteach.com](https://www.ukteach.com)
- **Applications must be made by midday on Monday 28th September 2026**
- Start date : Monday 9th November 2026
- For further details please visit the school website or e-mail Mrs Elaine Wall (HR manager) ewall@langton.kent.sch.uk

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Annual Staff Wellbeing Day
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



Working at our school



Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shortlisting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address

- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment

