



Aldercar High School

Daltons Close
Langley Mill
Nottinghamshire
NG16 4HL

Finance Assistant

Salary and Scale:	Grade 6
Hours per week:	37 hours per week, 41 weeks per year (term time +2)

Aldercar High School are looking to appoint a dedicated and organised Finance Assistant to work within a team of three to support the purchasing and invoicing processes. The candidate will be first contact for any ParentPay queries, both internally and externally.

The successful candidate will also work within the administrative team to provide clerical support in a broad range of business service activities, presenting a positive image of the school.

Hours are Monday to Friday, 8am until 4pm with some flexibility.

Aldercar High School offers brand new facilities in which students flourish and staff develop, all within a welcoming and vibrant atmosphere.

We are a caring employer which prioritises the welfare and work/life balance of our staff presenting many additional benefits including:

- free use of our multi-gym;
- free on-site parking;
- staff-led clubs and welfare groups;
- a comprehensive CPD package;
- our 'Me Time' initiative which gives every member of staff one hour each week to take as they wish, with some staff choosing to leave school early or arrive later, and others opting for an extended lunch break...and yes, it is paid!

These, along with many other benefits, make Aldercar High School a great place to work, develop and progress your career.

Closing date: 10 December 2023

Interviews: Week commencing 11/12/2023

Please apply online www.TES.com