



Dear Applicant

Thank you for showing an interest in the Finance and Administrative Officer post at Portchester Community School.

We are seeking to appoint an adaptable individual to work as part of the Finance and Administrative team within a busy school office environment.

The successful candidate will need very good finance and administrative skills, be a good communicator and able to deal with a range of tasks. If you match the description outlined above – then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions to support and inform your application. Please email [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk) or call the school on 023 9236 4399, to arrange a visit.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle  
Headteacher



**Finance and Administrative Officer**  
**Permanent, 37 hours per week**  
**Term Time only plus one week (40 weeks)**  
**Grade D, Actual Salary: £24,371 to £26,814 p.a.**  
**Full Time Equivalent £27,780 to £30,564 p.a.**  
**Start Date: Dependent on candidate availability**  
**Closing Date: 9am on 29 January 2026**

Are you looking to join a friendly and supportive team in a vibrant secondary school setting?

We are seeking a dedicated and detail-oriented Finance and Administrative Officer to help us to continue to provide an excellent learning environment for our pupils.

**About the Role:**

As our Finance and Administrative Officer, you'll play a vital role in supporting the school's financial and administrative operations. You will undertake a diverse range of financial and administrative tasks including processing payments, maintaining accurate records and reconciling accounts, whilst also being a key contact for administrative support. You will be confident in working independently and flexible in undertaking varied tasks.

This is a great opportunity for someone with experience in both finance and administration who wants to work in a rewarding school environment.

**We are looking for someone who:**

- Has experience in finance and administration
- Is organised, accurate, and reliable
- Enjoys working as part of a team
- Is committed to supporting the school's ethos and values
- GCSE Grade 4/C (or equivalent) in English Language and mathematics.

**We offer:**

- A supportive and welcoming school community
- A school with a calm and considered environment
- A school that is moving towards outstanding
- Effective training and support
- A positive working environment
- A school that pupils, staff and the community feel proud of
- Membership of a strong staff body
- A generous holiday and pension package as a Hampshire County Council employee.

If you are enthusiastic and eager to make a difference in our school, we would love to hear from you.

We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

Within the school we also have a resourced provision for physically disabled pupils who are integrated fully into the life of the school, which brings a richness and variety to the curriculum and adds to our extensive after school provision. We are proud of the way we address the needs of all of our pupils.

As a community school we also have a nursery and a pre-school.

Visits to the school are welcome as well as informal discussions to support and inform your application. Please email [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk) or call 023 9236 4399, to make arrangements.

### **To apply:**

Please visit our school website where an application pack is available under the 'About Us' – Vacancies menu, or email: [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)

Please email your completed application to [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk) or send to Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD, marked for the attention of Mrs Y Boxall, Personnel Services Leader. Please return the equalities monitoring form in line with the details shown on the form.

**Closing date: 9am on Thursday 29 January 2026**

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will form part of the pre-employment checks on shortlisted candidates.

We are committed to creating a diverse workforce and applications are encouraged regardless of sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

[DBS filtering guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering-guidance)



## **Job Description and Person Specification: Finance and Administrative Officer**

**Hours:** Part time, 37 hours per week, Term Time only

**Salary:** Grade D – Actual £24,371 to £26,814 (FTE: £27,780 to £30,564 p.a.)

### **Main Purpose of the Role**

To provide effective and efficient financial and administrative support to the school, ensuring all financial procedures are followed in accordance with statutory regulations and school policies. The postholder will work closely with the Finance Manager and other members of the administrative team to provide high quality, efficient and responsive financial and administrative services.

### **Key Responsibilities**

- Process purchase orders, invoices, and payments in line with school procedures and ensure goods and services are received as requested
- Maintain accurate financial records and filing systems
- Support the Finance Officer with month-end, year-end and budget procedures
- Reconcile accounts, bank statements, and petty cash
- Respond to queries from staff, suppliers, parents and other stakeholders regarding finance matters
- Undertake the administration of school trips, including collection and reconciliation of payments
- Manage the school bank before school and during first and second break to include lunch card administration
- Ensure compliance with financial regulations and school policies at all times
- Provide general administrative support to the school office as required
- Support with the preparation for auditing (internal and external)
- Maintain confidentiality at all times and comply with data protection regulations
- Provide general administrative support to the school office as required
- Manage the school website ensuring content is up-to-date, relevant and compliant
- Monitor and co-ordinate policy reviews within appropriate timescales in partnership with the Governing Body

- Support with HR functions as directed, such as processing staff absences and recruitment processes
- Support with SIMS functions as required. (Please specify any SIMS training/use in your application.)
- Undertake any other duties commensurate with the post, as directed by the line manager

### **Person Specification**

#### **Qualifications and training**

- GCSEs (or equivalent) in English and Maths at grade C/4 or above

#### **Experience**

- Experience of working in a finance and administration role, preferably within a school or education environment
- Experience of using financial/accounting and MIS software (e.g. SAP, TUCASI, Cashless catering software and SIMS)
- Experience of processing financial transactions accurately and efficiently

#### **Skills and knowledge**

- Good numeracy and literacy skills
- Good working knowledge of financial procedures and regulations
- Excellent attention to detail and high level of accuracy
- Proficient IT skills including Microsoft Office, particularly Excel
- Ability to follow procedures and maintain confidentiality
- Effective communication and interpersonal skills
- Knowledge of financial regulations in educational settings (desirable)
- Strong organisational and time management skills
- Good written and verbal communication skills

#### **Personal qualities**

- Professional, reliable, and trustworthy
- Able to work under pressure and meet deadlines
- Organised and able to prioritise workload
- Flexible and willing to adapt to changing needs
- Commitment to upholding the values and ethos of the school
- Commitment to safeguarding and promoting the welfare of children
- High level of integrity and professionalism

- Ability to work independently and as part of a team
- Commitment to maintaining confidentiality at all times
- Commitment to equality, diversity and inclusion



## **APPLICATION GUIDE**

### **Vacancy Details**

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

### **Job Description**

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

### **Person Specification**

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

### **The Application Form**

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

### **Application Process**

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

### **The Short-listing Process**

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

### **The Interview Process**

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

### **References**

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.



## **Offers of Appointment**

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

## **Statement on Safer Recruitment**

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

## **What to bring to interview**

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

**Successful    Confident    Responsible**

**Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**



**Headteacher:** Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

**T:** 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

<b>Details about the post: Finance and Administrative Officer</b>	
<i>Salary:</i>	Grade D. Actual Salary: £24,371 to £26,814 p.a. Full Time Equivalent Salary: £27,780 to £30,564 p.a.
<i>Contract Type:</i>	Permanent, 37 hours per week Term-time only plus one week (40 weeks) Monday to Thursday: 08:00 to 16:00 and Friday 08:00 to 15:30
<b>Safeguarding of pupils:</b>	
<i>School statement:</i>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
<b>Context for the vacancy:</b>	
<i>Start date:</i>	Dependent on candidate availability.
<b>Terms and conditions:</b>	
<i>School statement:</i>	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
<b>Equalities Statement:</b>	
<i>School statement:</i>	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	<p>Please email your completed application form to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> by 9am on Thursday 29 January 2026.</p> <p>If you intend to email the equality monitoring form, please send in a separate email to <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a> with the title: 'Confidential - equality monitoring form'.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: <a href="mailto:recruitment@portchester.hants.sch.uk">recruitment@portchester.hants.sch.uk</a></p>
<i>Interview date:</i>	To be advised.
Employment checks required:	
1	<b>Fully</b> completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.



## **Job Hazard Form**

This form highlights hazards related to the role that could pose a risk to the post holder.

**Role Title: Finance and Administrative Officer**

### **Manual Handling**

The types of manual handling operation involved in this role are *objects*.  
These manual handling operations are required on an *infrequent basis*.  
The weights involved in these manual handling operations are *up to 6-10kg*.

### **Display Screen Equipment**

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

### **Work Equipment/Machinery**

This role also involves working with computers

### **COSHH (Control of Substances Hazardous to Health)**

This role may require the postholder to *change printer toner cartridges on an occasional basis*.

*Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.*



## **Policy Statement**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

**Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**