

Application Pack

Finance Assistant



**Ashton Community
Science College**

A SCHOOL TO BE PROUD OF

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Mrs J Hoyle

Headteacher

At Ashton, we are incredibly proud of our school and its successes. We make no secret of striving for excellence in every aspect of school life for all our students. Our school motto declares that we are “A School to be Proud of” and this underpins our ethos.

We provide a unique way to give students the opportunities to learn they deserve from 11 to 16, and to equip them with the attitudes, skills and knowledge that they will need to lead successful lives. We want our students to have ambition and aspirations, to stretch themselves and to reach further than they ever thought possible, we have a student-centred approach to all that we do, which ensures that students are placed at the very heart of the decisions we make and the actions we take.

We expect all our students to succeed both academically and socially and we support them in this journey so that they can take their place in adult life well prepared.

We place particular emphasis on members of the school community being part of the school family. With over 800 students on roll, we are relatively small, which allows us to get to know our students very well, to focus on their individual needs and work in real partnership with parents and carers.



Our Vision

At Ashton, we are resolute in wanting the best for every child. We hold high standards and expectations for all, from all, underpinned by a no-excuses mindset. We believe that every student deserves to feel valued, supported, and inspired to attend school and engage with what is offered every day.

We aim to create a supportive and challenging environment where every individual can aspire, enjoy, and achieve. We are committed to fostering a culture where students want to be present—where attendance is not only expected but encouraged through meaningful relationships, engaging learning experiences, and recognition of effort and success.

Our staff lead by example, demonstrating passion for their subjects and dedication to the school community. We support this with high-quality professional development which ensures all our staff stay at the forefront of research informed practice.

We are a “School to be proud of,” and our ethos—built around creating an acronym from the word PROUD—reflects our belief that every member of our school family plays a vital role in our collective success. We work closely with parents, carers, and families to ensure that the interests of the child are at the heart of everything we do. PROUD gives us a strong set of values and lays a solid foundation for life as well as school.

P- Punctual

R-Responsible

O-Organised

U-Uniform

D-Determined

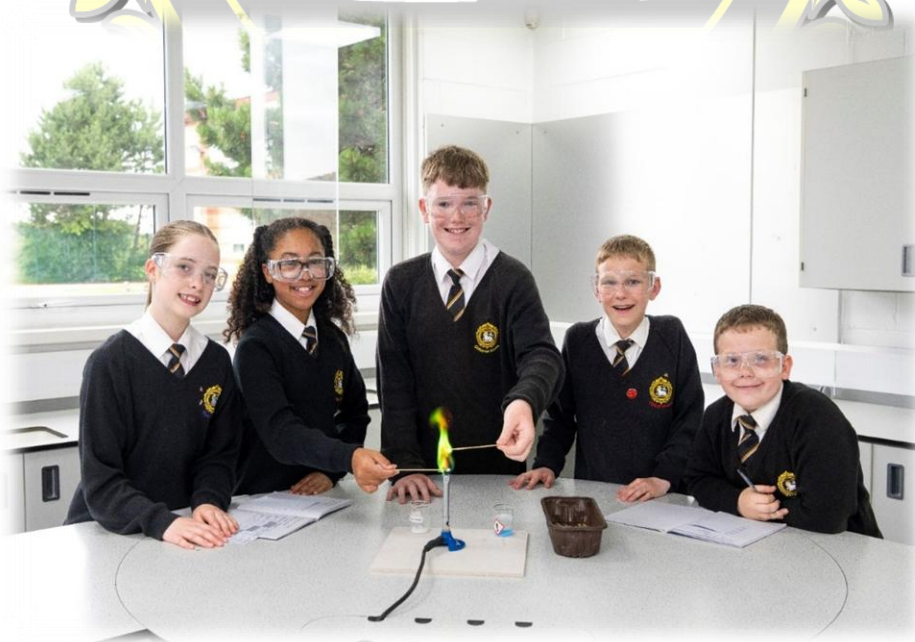


Our Values

We are developing students who understand their responsibilities within the school, local, and wider communities, and who are motivated to make a positive contribution. Our PROUD ethos provides a moral compass for both students and staff:

To help this we have developed the following guiding principles to achieve our vision-

- Our environment must be inclusive. Students must feel safe, supported and motivated to attend. This is our number one priority.
- We work in close partnership with parents, carers, and families.
- We insist on mutual respect and the highest standards of behaviour.
- We have a relentless pursuit of excellence in teaching and learning.
- We offer a rich curriculum and a wide range of extra-curricular opportunities.
- We celebrate attendance, effort, and achievement to build confidence and pride.
- We believe in continuous improvement for both staff and students.
- We value examination performance and personal growth equally.
- We promote collaboration and teamwork at every level.
- We believe raising capability is the key to future success.



How to apply

To apply for the position at Ashton Community Science College, you would:

Go to our "Job Vacancies" page and download the appropriate application form (there are separate forms for teaching and non-teaching (support) roles.)

Complete the form carefully, following any guidance notes included, and make sure any required background-checks documentation (e.g. DBS, right-to-work) is prepared.

Submit your completed application electronically, (via an email address provided in the vacancy posting). If included, attach any additional documents requested (such as a cover letter, references or evidence of qualifications).

POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc. that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regards to employment.

About the role

“Ashton Community Science College is a Good School”. (Ofsted 2023)

We are seeking a reliable and conscientious Finance Assistant to support our Senior Finance Officer and School Business Manager. The role is an operational one providing general administrative/clerical/financial support for the school. This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents and staff.

The post is paid on Grade 4 Spinal Point 4-6, £26,016 - £26,847, pro-rata £15096 - £15578. The post is 25 hours a week (9.30am - 2.30pm) term-time plus three days.

ACSC is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to provide a disclosure from Disclosure Barring Service before any appointment is confirmed. On-line checks will be carried out on short-listed candidates.

Applications should be submitted electronically by 9am on Monday 2nd November 2026 to hr@ashtoncsc.com.

Interviews: Week commencing Monday 9th November

Please note we regret we are unable to contact individual applicants who may be unsuccessful at this time.



Job Description

Post:	Finance Assistant
Reporting to:	Assistant Business Manager/Business Manager
Responsible for:	-
Working Hours:	Term time plus three days, 25 hours per week
Salary/Grade:	Grade 4, Spinal Point 4-6, FTE £26,016 - £26,847, pro-rata £15096 - £15578.

Main Duties

- Provide general clerical and administrative support, including word processing, minute taking, filing routine correspondence, distributing mail etc.
- Routine financial administration, including petty cash, postage, banking, tuck shop etc.
- Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, examinations etc including related financial administration.
- Production of regular management information, including financial data and assist in the production of reports for the senior leadership team.
- Monitoring of monthly budgets and advising senior staff on variances.
- Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account.
- Undertake reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of Headteacher
- Maintaining stock and ordering supplies, including the processing of orders, check of incoming deliveries, obtaining prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock.

General

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues



Additional supporting information – specific to this post

- General experience of working in a finance role.

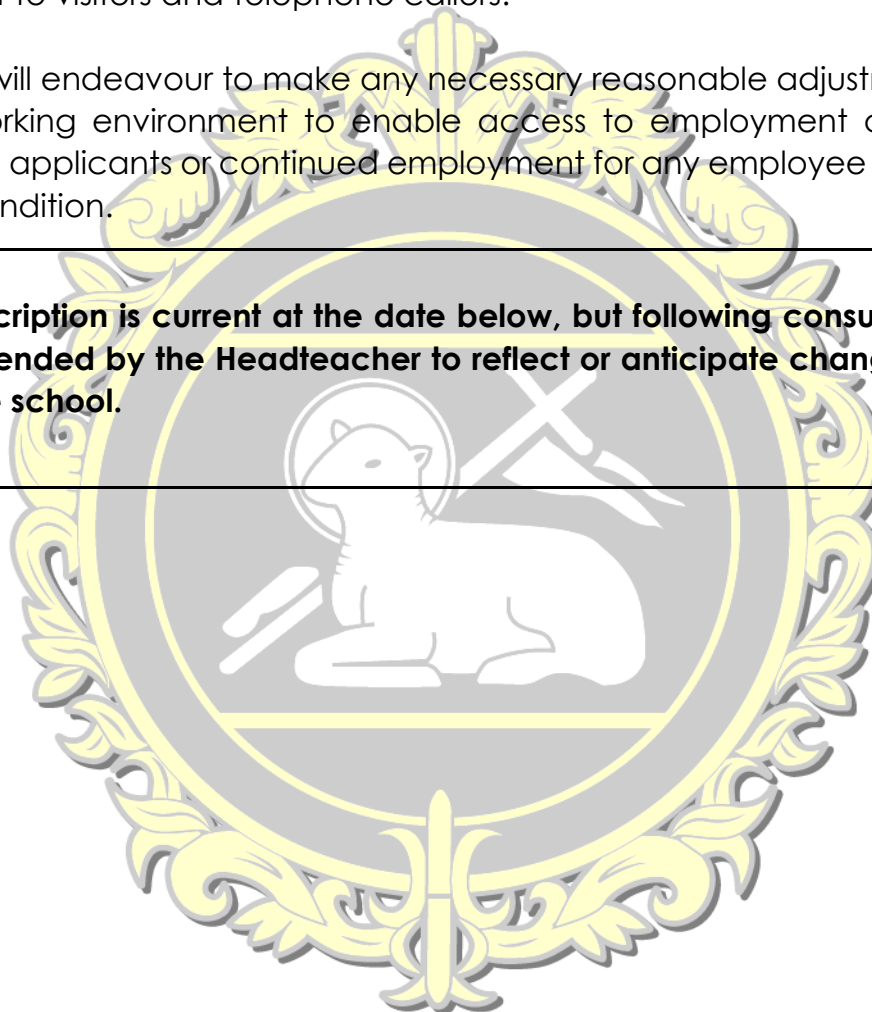
Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school.

Date: 02/10/26



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Personal Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications - Achieved at least GCSE Level 4 (or equivalent) in English and Maths. - NVQ level 2 Business administration or equivalent	E D	A A
Experience - Experience of working in a finance role. - Experience of a school office environment. - Experience of cash handling, banking and Parent Pay - Experience of working to set procedures - Effective at timekeeping. - Experience/ knowledge of using a wide range of software packages, e.g. Microsoft Word, Excel, Outlook and Access. - Working in a HR setting, payroll or recruitment - Ability to work effectively on your own initiative as well as part of a team. - Experience of working with children and young people.	E D D E E E D E D	A/I A/I A/I A/I A/I A/I A/I A/I A/I
Knowledge/Skills/Abilities - Good organisational skills - Ability to prioritise tasks and use time effectively - Ability to maintain confidentiality - Ability to provide and maintain a quality customer focused service. - Good interpersonal skills. - High level of numerical and literacy - Ability to communicate effectively both verbally and in writing.	E E E E E E E	A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R

To be able to work under pressure in a busy and diverse environment.	E	A/I/R
Continuous Professional Development Willingness to undertake relevant training on an annual basis.	E	A/I
Personal Qualities - Commitment to an ethos of high standards, personal fulfilment and academic success - Ability to work flexibly - Commitment to teamwork - Willingness to learn – e.g new IT Packages, to further knowledge - Ability to demonstrate commitment to equal opportunities	E E E E E	A / I / R / TE A / I / R / TE A / I / R / TE A / I / R / TE A / I / R / TE
Other - Reliability - Punctuality - Tactful and understands confidentiality - Common sense and initiative - Ability to work effectively as an individual and part of a team - Ability to adapt to changes in the workplace - Ability to recognise the importance of health and safety issues relating to equipment, materials and working practices - Have/obtain an Enhanced DBS Check	E E E E E E E E	A / I / R A / I / R A / I / R A / I / R A / I / R A / I / R A / I / R A / I / R

