



## Finance Assistant – 1 Year Fixed Term Maternity Cover

**Location:** Carnforth High School | **Salary:** £25,989 - £28,142 | **Hours:** Full time, 37 hours per week | **Start Date:** July 2026

### Join Carnforth High School – Where Every Journey Matters

At Carnforth High School, we believe in nurturing not only academic success but also the personal development of every pupil. Our vision is clear: to guide young people on their journey through school so they leave us equipped with plans for their future, a healthy mind and body, respect for themselves and others, and a lifelong love of learning.

We are looking for a dedicated and detail-oriented **Finance Assistant** to join our committed team for a one-year fixed term maternity cover. This is a fantastic opportunity to contribute to our school's financial operations and help us continue to provide an outstanding environment for pupils and staff alike.

### About Carnforth High School

Carnforth High is a welcoming academy where staff and pupils work together with shared values at the core of everything we do:

- **Confidence:** We foster a “can do” attitude, resilience, and aspiration.
- **Purpose:** We work thoughtfully to achieve the best outcomes in the best way.
- **Respect:** We promote kindness, responsibility, and respect for all members of our community.

Our school environment is one where everyone is supported and encouraged to thrive, both academically and personally. We are proud to follow the latest OFSTED framework to ensure safeguarding, inclusion, and achievement are at the heart of our work.

### About the Role

As our Finance Assistant, you will play a vital role in maintaining the smooth running of our school's financial systems. Your work will directly support the business manager and wider school community by:

- Managing daily financial transactions including orders, invoicing, banking, and accounting entries
- Reconciling accounts and resolving discrepancies with professionalism and accuracy
- Preparing financial reports and assisting with budget monitoring
- Supporting grant applications and identifying additional income streams
- Managing stock for our Uniform Shop and contributing to school marketing initiatives



This role offers an excellent chance to apply your financial skills in a dynamic educational setting, with the scope to suggest improvements and develop your expertise further.

## About You

You are someone who takes pride in accuracy and organisation, with a genuine enthusiasm for working collaboratively to support a school community. You will bring:

- Strong financial skills and confidence with numbers
- Excellent communication skills, both written and verbal
- The ability to manage your time effectively and meet deadlines
- A customer-focused approach and the ability to work well within a team
- Familiarity with spreadsheets and data management
- A proactive mindset with a willingness to learn and improve processes

Experience with finance software such as Sage, SIMS and advanced skills in Excel and word processing are highly desirable but not essential.

## What We Offer

At Carnforth High School, you will join a supportive and inclusive team committed to your professional growth. We value your contribution and provide opportunities to develop your skills in a meaningful school environment where your work truly makes a difference.

## How to Apply

**Closing Date:** Monday 6<sup>th</sup> July 2026 9am

**Interview Date:** w/c 6<sup>th</sup> July 2026 day TBA

**Start Date:** July 2026

**Application Requirements:** Please submit a completed application form and a supporting statement outlining your suitability for the role.

Send your application to:

**Paul W Staniforth**

Email: [applications@carnforthhigh.co.uk](mailto:applications@carnforthhigh.co.uk)

Carnforth High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all suitably qualified individuals regardless of background.

Be part of a school where your work supports young people on their journey to success.