



# Finance & Admin Assistant

## Henbury View First School



<b>Location:</b>	Henbury View First School
<b>Contract:</b>	16.5 hours per week, term time + 5 days (39 weeks per year), 3 days a week 9am – 3pm with a 30 minute lunch break
<b>Salary:</b>	Between £9,553.54 to £9,703 per annum (actual) £24,796 to £25,185 per annum full time equivalent
<b>Application deadline:</b>	Monday 11 <sup>th</sup> May 2026
<b>Interview date:</b>	Tuesday 19 <sup>th</sup> May 2026
<b>Start Date:</b>	June 2026

Henbury View First School is located in Corfe Mullen, close to Wimborne in Dorset. We are extremely fortunate to have a beautiful, unique building set within exceptional school grounds, which provides a multitude of opportunities for outside 'hands-on' learning.

There is something very special about Henbury View and we are incredibly proud of our unique surroundings, where pupils, staff, governors, parents and the school community work extremely hard and have high expectations of each other. Our children are at the heart of our school, we strive to build good, honest relationships with all our children, parents and carers.

We are delighted to share the report from our latest Ofsted inspection in November 2023, that judged our school to be Good overall with Outstanding 'Personal Development' and 'Behaviour and Attitudes'. The inspectors celebrated our inclusive school, where pupils flourish and know how to be active, responsible citizens.

You will be joining a dedicated team that is passionate about making a difference and committed to nurturing the whole child. As a member of our team, you will have the opportunity to shape learning experiences that are creative, inclusive, and meaningful. We are committed to the professional development and wellbeing of our staff. We offer high-quality training, mentoring, and opportunities for career progression.

Henbury First is in the Hillary Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Hillary Partnership is a multi-academy partnership based in Poole. The partnership enables local schools to work together to develop a strong education for all our children.

### **Role Summary:**

Henbury View First School are seeking to appoint a Finance & Admin Assistant.

This role involves –

- To raise purchase orders as directed by the Operations Manager/School Leader.
- To receive goods and deliveries.
- To process purchase/sales invoices and payments.
- Undertake general stock control duties as required.
- To reconcile the bank statement.
- To process the credit payments for month end.

- To process staff expenses.
- To assist with debt recovery procedures in respect of unpaid invoices.
- To complete appropriate data input and paperwork associated with the clerical and administrative needs of the school.
- To provide appropriate administrative support to all areas of the school.
- To receive telephone calls and visitors and take appropriate action.
- To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems and assisting in the absence of colleagues.

### **We are seeking a professional individual who:**

- Is a natural multi-tasker with strong organisational and administrative skills.
- Has excellent written, communication and interpersonal skills.
- Is a self-starter who is motivated to use initiative and has a good attention to detail.
- Has experience of working in an administrative role, undertaking variety of tasks.
- Has discretion and sensitivity and understands the importance of confidentiality.
- Is able to work well under pressure and in a team environment.
- Is able to promote and safeguard the welfare of children in accordance with the school's safeguarding and child protection policy.

### **What we offer you:**

- An opportunity to be part of a collaborative team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Wellbeing day (trial for 2025/26)
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme / Teacher Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

### **About Hamwic Education Trust:**

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

### **Application Procedure:**

If you would like to discuss the role further, please contact Ingrid Fido, Operations Manager by emailing [hr@henburyview.dorset.sch.uk](mailto:hr@henburyview.dorset.sch.uk) to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found at [Job vacancies | Careers | Hamwic Education Trust | Multi-academy Trust](#) and return to [hr@henburyview.dorset.sch.uk](mailto:hr@henburyview.dorset.sch.uk).

**CV's will only be accepted along with a completed application form.**

**Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.**

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.