



# The Clere School

## Finance Manager

Support staff Grade E

**37 hours per week, full time**

**Full Time Equivalent Salary Range: £32,149 to £35,241 per annum**

**Depending on previous experience**

We are seeking to appoint a Finance Manager to provide financial planning, systems, monitoring and control and administrative support to meet the school needs. The role is full time, 37 hours per week.

The successful candidate must be educated to GCSE level standard or equivalent with 5 passes including English and Maths at Grade 4 [C] or above, have excellent ICT skills, experience of office systems, two years financial experience, experience of budget monitoring and forecasting, experience of effectively supervising staff, communication and organisational skills. The ability to be flexible and adaptable is essential and have a friendly manner with a good sense of humour.

At The Clere School, an 11-16 Comprehensive, we are fortunate to serve wonderful, friendly, and polite students with supportive parents and governors. We have a uniquely small but growing secondary school. Our school provides a nurturing but achievement focused community for our students. Our school ethos and philosophy are embodied by The Clere Way; Integrity, Community and Respect. The school is in an idyllic rural location, a short journey from the A34, convenient for local candidates and commuters.

Qualifications required: GCSE Mathematics and English (or equivalent) Grade 4 [C] or above.

**Please complete the Support Staff Application form which can be found at: [Working at The Clere School - The Clere School](#)** Please send completed application forms to: [businessmanager@clere.school](mailto:businessmanager@clere.school)

**Closing date for applications: Noon, Wednesday 30 April 2025. Applications will be considered as they are received.**

*The Clere School is committed to safeguarding children and promoting the welfare of children 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 Enhanced Criminal Records Bureau checks, along with other relevant employment checks.*

The Clere School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.