



# Langley Grammar School

Reddington Drive  
Langley, Berkshire. SL3 7QS

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school@lgs.slough.sch.uk  
www.lgs.slough.sch.uk  
Headteacher: Mr J Constable

## Finance Officer (part-time)

**Initially 15 hours per week, term-time only plus 1 week**  
**NJC Scale 5, £21,982 - £24,019 pa pro rata,**  
**(actual pro rata pay £7,357 - £8,236)**

**Required from January/February 2019**

Langley Grammar School is an outstanding school and we are seeking an enthusiastic individual to join our busy school support team as the Finance Officer. Experience of working in a similar finance role is essential, preferably (but not necessarily) in a school environment.

The successful candidate will work closely with the Finance Manager, Educational Visits Co-ordinator and other organisations affiliated to the school. The working days are subject to negotiation, although a minimum of 3 days per week at school would be required.

The role includes all aspects of school finance and book-keeping, with responsibility for the school's private funds (including educational visits), the Gift Aid scheme, and elements of the main school funds; managing income and expenditure, maintaining accurate records and reconciling bank accounts.

Experience of using a financial software package is essential, preferably Sage although experience in other similar products would be acceptable. The ability to work flexibly and enthusiastically in a team environment and a willingness to help and support colleagues in other areas when required is also something that we are looking for.

In return, we can offer you a competitive salary, and a friendly, supportive and welcoming environment in which to work. All staff have the option to join the Local Government Pension Scheme (a career average scheme), the employee pays 5.5% and the School contributes a further 18.6%.

If you are interested in joining us at a highly successful and progressive school, an information pack and application form can be downloaded from the school website at [www.lgs.slough.sch.uk](http://www.lgs.slough.sch.uk). **The application form must be completed; the School cannot accept CVs on their own although they may be included along with the application form and covering letter.**

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

Applications should be returned by midday on **Wednesday 12 December 2018** addressed to Mrs M Hughes, Finance Manager, or by email to [mariannehughes@lgs.slough.sch.uk](mailto:mariannehughes@lgs.slough.sch.uk)