



Caistor Grammar School

Job description: Finance Assistant

Caistor Grammar School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Salary: NJC3 (pro rata, paid in 12 equal instalments throughout the year)

£12.85 per Hour/£14,071 pa (actual)

Hours: 25 hours per week (5 hours per day)

Contract type: Permanent, Term Time Only (38 working weeks)

Reporting to: Finance Manager

Main purpose

As a member of the school's Finance Team, to undertake day to day finance and admin tasks as required, including but not limited to the processing of orders, and maintaining the online system for collection of monies for school events, student purchases etc.

To work in the Dining Room, as a Till Operator using the cashless catering system, and to assist with stocking the fridges for the lunchtime service.

Duties and responsibilities

- Processing orders for goods and services, including internet orders using the school charge card.
- Being aware of departmental commitments and balance of funds available prior to placing orders. Liaising with the Accounts Clerk and Finance Manager where required.
- Ensuring that Value for Money is obtained for all orders.
- Ensuring that all purchase orders are entered onto the accounting system (currently Xero) for approval, on a timely basis
- Checking in all goods received against orders placed, taking delivery of such orders and updating Xero with this information on a timely basis. Following up any discrepancies and dealing with any refunds or returns.
- Maintain and manage online payments on the school's cashless payments system (currently MCAS via Bromcom) for school events, student purchases, trips etc, and share information with relevant staff. Ensure that such information is recorded on Xero, on a timely basis.
- Regular checking of the finance email address, ensuring that all relevant information is followed up.
- Archiving and filing within the Finance Department
- Assisting with the work of the Accounts Clerk as time allows during any periods of absence.
- Ensuring that all tasks are carried out in accordance with the Academy's financial procedures, DfE and any other regulatory requirements.
- Administering the All Weather Pitch bookings, including issuing invoices, chasing debts, and liaising with customers and relevant staff.
- To work in the Dining Room, as a Till Operator using the cashless catering system, and to assist with stocking for the lunchtime service. Training will be provided.
- Annual training will also be required for food safety and manual handling.
- Other duties in the Dining Room could include:
 - Refill all fridges with drinks and use a stock rotation within the dry store.
 - Wiping down tables
 - Collecting trays
 - Replenishing cutlery and plates/bowls

We are committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.

All posts will be subject to an enhanced DBS disclosure, medical, reference and Social media/web search checks.

All Pre-employment checks are in line with "Keeping Children Safe in Education."

Shortlisted applicants will be subject to a Social Media/ Web search check. This does not form part of the shortlisting process and you will have a chance to address any issues of concern that come up during the search.



- Cleaning cutlery and plates/bowls and operating the dishwasher and other cleaning duties
- Helping other staff maintain good order in the Dining Room
- Other reasonable duties at the request of the Finance Manager or the Headteacher.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position, and systems and software are subject to change over time. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

Deadline for applications: **midday, Monday 29th September 2025**

Interviews: TBC

Email: Charlie.coulston@caistorgrammar.com with your application. You must complete an **application form** to apply for this role. [[link](#)] Your application cannot be considered if you do not complete the school form.

We reserve the right to interview before the deadline date, if appropriate

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Person Specification

If you don't have all the experience listed below but are interested in applying, contact the Headteacher's PA, Charlie Coulston (Charlie.coulston@caistorgrammar.com).

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">➤ English and Maths GCSE➤ Previous finance/accounting and administration experience (desirable)➤ Good numeracy, IT and literacy skills
Skills and knowledge	<ul style="list-style-type: none">➤ Numerate and financially competent➤ Accuracy and attention to detail, ability to maintain accurate records and filing systems➤ Ability to proficiently use relevant computer software, including spreadsheets, (eg accounting software, Management Information System, cashless catering system) – training will be given.➤ Good interpersonal, organization and keyboard skills➤ Able to prioritise work, use initiative and be prepared to be flexible➤ Ability to deal with confidential data/issues appropriately➤ Food Hygiene Certificate will be training in order to carry out the duties in the Dining Hall - training course will be given
Personal qualities	<ul style="list-style-type: none">➤ Initiative and ability to prioritise one's own work➤ Willingness to learn new skills➤ Initiative➤ Ability to work as part of a team or independently➤ Enjoys working with students➤ Awareness of safeguarding (training will be given)➤ Flexibility

Notes:

This job description may be amended at any time in consultation with the postholder.

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