



Finance Officer – Job Advert

Part time - 18 hours per week, Permanent,
Term time only plus 1 week

Salary: Kent Scheme C £25,252 (pro rata £10,752)
Great Chart Primary School, Ashford, TN23

Are you looking for a rewarding role in a friendly school environment? Great Chart Primary School is seeking a Finance Officer to join our dedicated team. This is a fantastic opportunity to play a key part in supporting the smooth running of our school's finances.

About the Role:

- Support the day-to-day financial operations of our busy primary school
- Process invoices, purchase orders
- Maintain accurate records and assist with financial reporting
- Liaise with staff, suppliers, and external agencies
- Ensure compliance with financial policies and procedures

About you:

- Previous experience in a finance role
- Good IT skills
- Organised, detail-oriented, and able to manage a varied workload
- Able to work as part of a team and build positive relationships across the school

Why join us?

- Supportive and welcoming school community
- Ongoing training and development opportunities
- Opportunity to make a real difference in our thriving school

If you are passionate about education, finance, and supporting children's learning, we would love to hear from you!

How to Apply:

Further details and application forms can be emailed or you can apply via KCC Website – www.kent-teach.com or the school's website - <https://www.great-chart.kent.sch.uk/about/vacancies/>

For more information, please contact Mrs Lucia Page, School Business Manager,
Great Chart Primary School, Hoxton Close, Singleton, Ashford, Kent TN23 5LB
e-mail: luciapage@great-chart.kent.sch.uk Telephone: (01233) 620040.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment and to share the vision and values of the school. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service, proof of identity will be required, clearance by Occupational Health of fitness to work and current and previous employers will be contacted for all applicants prior to short listing and interviews. For shortlisted candidates we will carry out online checks prior to interview.

Closing date – 9am Monday 16th March 2026
Interviews – Thursday 19th March 2026