



Oaklands Community Primary School

Preston Grove

Yeovil

Somerset

BA20 2DU

Tel: 01935 425447

Headteacher: Miss K Parr B.Ed.

Chair of Governors: Mr D Hammonds

Email: office@oaklandsprimaryschool.co.uk

www.oaklandsprimaryschool.co.uk

FINANCE ASSISTANT AT OAKLANDS PRIMARY SCHOOL

Dear Candidate

We are seeking to appoint a Finance Assistant to join our team which will be on a permanent contract.

The school has 427 pupils on roll, 14 mainstream classes and 2 classes within a specialist autism centre. We are proud of our children and all that they achieve. In our most recent Ofsted inspection, the school received a very positive report; they recognised the children's attitude to learning and behaviour as outstanding.

We can offer you:

- An interesting and varied role
- A friendly, supportive staff team
- A modern, well-resourced school environment
- A nurturing, inclusive setting where both children and staff can truly flourish

We are looking for someone who:

- Has excellent organisational skills to manage a varied workload with accuracy.
- Has good numeracy and IT skills and is confident working with financial systems and data.
- Can process financial transactions accurately, including invoices, orders and reconciliations.
- Can manage our school meal and Breakfast Club payment system.
- Can work independently and as part of a team, prioritising tasks and meeting deadlines.
- Understands the importance of confidentiality and handles sensitive information with discretion.
- Has experience in a finance or administrative role (school experience is desirable but not essential).

Hours of work will be Monday, Wednesday and Friday 8.30am to 4.00pm (with half an hour lunch break) term time only. There is some flexibility with working hours.

The school is committed to safeguarding children and young people, all posts are offered subject to comprehensive pre-employment clearance.

Please ensure that your application form clearly outlines your reasons for applying and highlights, in detail, any relevant experience or skills that equip you for this role.

The closing date for applications is **Monday 7 September 2026 at 11.59pm**. If you have not received an invite to interview by Friday 11 September 2026, you should assume that you have been unsuccessful on this occasion. Interviews will take place on **Monday 14 September 2026**.

Visits to the school are warmly welcomed and encouraged. Please contact the Headteacher during the summer holidays to arrange an appointment by email at karen.parr@oaklandsprimaryschool.co.uk.

There is also a wealth of information on our website which provides a useful overview of our school.

Applications must be submitted using the form on the school website. Completed forms should be emailed to the school office at office@oaklandsprimaryschool.co.uk. **CV applications will not be accepted.**

I look forward to meeting you.

Yours sincerely

Ms K Parr
Headteacher