



Finance Assistant Recruitment Pack

**CRESTWOOD
COMMUNITY SCHOOL**



Contents

Section 1: Post Advertisement

Section 2: About Crestwood Community School

Section 3: Person Specification



May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.





Section 1: Post Advertisement

Post: Finance Assistant

Start Date: As soon as possible

Location: Shakespeare Campus

Pay Scale: Actual Salary (Grade C): £14,556 - £15,168 (FTE: £25,186 - £26,244)

Contract: Temporary until 31st August 2026

Working Pattern: 25 hours per week (working hours and days flexible), 39 weeks per year (term-time only)

Closing Date: Monday 9th March 2026 at 12pm

Crestwood Community School is one school, with two campuses serving central Eastleigh. We are seeking to appoint an enthusiastic, reliable and diligent person to join our Admin and Finance team on our Shakespeare Campus. This is a part time, initially temporary position, working term time only including inset days, starting as soon as possible.

You should have strong numerical and finance skills. Previous experience of working in a school administrative or a finance role is desirable as is any experience of using school systems such as the IBC and Arbor, however full training will be given.

The Role

The person appointed to this role will support the School Business Manager and Finance Officer in the administration of the school finance functions and processes; support the teaching staff in purchasing items ensuring that the school policies are followed and support the admin team in carrying out their duties.

Specific tasks

- Checking and processing of purchase orders and payment of invoices using the IBC system
- Collection, receipting, reconciliation and banking of cash and cheques for trips, revision guides, uniform etc using the ScoPay system
- Collection, reconciliation and banking of cash for lunch money using the Impact system.
- Music tuition fees – manage the requests and payment queries from parents for termly music fees
- Communicate with parents/carers regarding outstanding payments for trips, music tuition, minibus use
- Checking and processing staff travel claims using the IBC.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

As a school we take staff well being seriously. We offer staff the following:

- wellbeing weeks, with no commitments scheduled after school
- free lunch every day
- half termly cooked breakfasts
- accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- weekly thank you bulletin
- birthday cards
- heads discretionary leaves of absence for family events
- acts of random kindness
- access to mental health first aiders

We will ensure that the successful candidate has:

- comprehensive induction including a dedicated mentor
- continuous professional learning, development and improvement
- the opportunity to contribute to raising standards for all our students

Apply here: <https://recruit.sampeople.co.uk/Jobboard/Vacancy/Details?campaignref=SCH-CCS-0004>

You will need to sign up to SAMRecruit in order to apply.

Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

If you would like to have an informal chat about the role please contact???

Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect 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 Disclosure and Barring Service checks along with other relevant employment checks.



Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of December 2025 was:

Students	Current	National	Hampshire
School number on roll	1474	Well above average	Well above average
School %FMS(6)	36%	Above average	Well above average
School %SEND support	19%	Close to average	Close to average
School %EHC plan	8.2%	Well above average	Well above average
School %EAL	14.5%	Close to average	Well above average
School number LAC	18	Well above average	Well above average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils' education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town's two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section 3: Person Specification

Job title: Finance Assistant

Salary Scale: Actual Salary (Grade C): £17,467 - £18,201 (FTE: £25,186 - £26,244)

Responsible to: School Business Manager

Special Conditions: An enhanced Disclosure and Barring Service (DBS) check is required for this post

Qualifications

Essential

- Be educated to GCSE level Grade A-C, or equivalent, in Maths and English

Desirable

- Accountancy qualifications

Professional Development

Essential

- Be competent in Microsoft Office packages

Experience

Desirable

- Experience working in a school admin or finance role

Knowledge and skills

Essential

- Professionally discreet and able to respect confidentiality
- Well developed interpersonal skills
- Team worker
- Trustworthy
- Empathy with pupils and sympathetic to their needs
- Ability to build positive relationships with staff and students
- Ability to stay calm under pressure
- Good listening skills and good judgement
- Firm but fair

Desirable

Knowledge and skills

Essential

- Professionally discreet and able to respect confidentiality
- Well developed interpersonal skills
- Team worker
- Trustworthy
- Empathy with pupils and sympathetic to their needs
- Ability to build positive relationships with staff and students
- Ability to stay calm under pressure
- Good listening skills and good judgement
- Firm but fair

Desirable

- Understanding of principles of learning processes and in particular barriers to learning.
- An understanding of complex needs with a specific focus on SpLD.
- Understanding of EHCPs and annual reviews.

