



Haslingden High School and Sixth Form

Finance Officer

APPLICATION PACK



HEADTEACHER: MR R CLARKE (BA HONS)



VACANCY INFORMATION

Finance Officer

Required April 2026 / ASAP

37 hours per week

Permanent, term time only + 5 days + 3 INSET days

08:00 – 16:00 Monday – Thursday with ½ hour for lunch

08:00 - 15:30 Friday with ½ hour for lunch

Grade 4, Point 4-6

Actual salary

Less than 5 years' service (LCC) £22,189.00 - £22,897.00

More than 5 years' service (LCC) £22,797.00 - £23,525.00

We are currently seeking to appoint a hardworking, committed and enthusiastic individual to work within our Finance Office. We are looking for someone who enjoys working as part of a team and prides themselves on a high standard of work. A sense of humour, a smile and empathy for young people and colleagues are all essential characteristics needed to be successful in this post. If this sounds like you, we look forward to reading your application.

Further details and an application form are available on our web site: www.haslingdenhigh.com/vacancies

Haslingden High School & Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

Closing date for applications: Monday 23 March 2026 (9am)

Interview date: Thursday 26 March 2026



Haslingden High School and Sixth Form

Headteacher: Russell Clarke (BA Hons)



Dear Applicant

Thank you for your interest in the post of Finance Officer at Haslingden High School and Sixth Form.

I am extremely proud to be the headteacher at Haslingden High School and Sixth Form, a successful, caring and high performing 11-18 school in the beautiful Rossendale Valley. The school is regularly heavily oversubscribed for the 270 places available in year 7 each September. We have a thriving sixth form with over 250 students studying mainly a range of Level 3 courses. We are a truly comprehensive school welcoming students of all backgrounds and abilities and are the largest maintained school in Lancashire, with over 1600 students on roll. There are just under 100 members of the teaching staff and approximately 70 support staff. Our supportive, experienced governing body plays a crucial role in our success and provides clear direction, remaining heavily involved in the life of the school.

Our overarching aim is Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century. This is underpinned by the five school aims and we invite you to look at these closely when considering your application.

We strive to create successful learners and we believe that we achieve this by offering an exciting, ambitious and inclusive curriculum. The consistently high-quality teaching and learning, taking place in a safe, supportive environment provides the basis upon which our students grow. We are passionate about providing access to a wide range of opportunities and experiences beyond the taught curriculum, guiding and helping students to become kind, resilient and ethical individuals who will make a positive contribution to their local community and beyond. We hope that you will also share this passion and on reading the whole school curriculum rationale, you feel it closely aligns to your own vision for education.

Students' physical, mental and emotional wellbeing is at the forefront of everything we do. We recognise the importance of working in partnership with parents and external agencies to deliver a personalised approach to care, guidance and support that will ensure students feel safe and happy and that they are empowered to make informed choices, both now and in the future.

At Haslingden High School, success is defined in its broadest sense: students achieve a wide range of qualifications which equip them with the skills and knowledge to enable them to be ambitious, resilient and capable learners. They are able to embrace change, and leave us as well-rounded individuals with a strong set of values and beliefs.

We are proud of our collective achievements – our examination success, our well designed and expertly delivered curriculum, the depth and diversity of our extra-curricular programme and our desire to contribute to our community. We are committed to the pursuit of the highest possible academic, personal and moral standards and to the development of informed citizens with lively, enquiring minds.

This commitment is underpinned by a belief in hard work and a culture of care, respect and support for others. If you share our ethos and feel that you want to join our dedicated staff to help us achieve our aims together, then we believe that Haslingden High School and Sixth Form is the place for you.

The successful applicant will find caring, friendly and supportive colleagues, committed to providing the very best life chances for all our students. We look forward to receiving your completed application form, together with a letter of application which should be no more than 2 sides. This should demonstrate how your skills, experience and vision make you a strong candidate for this position and clearly outline your strengths in relation to the role. The closing date for applications is Monday 23 March at 9.00am with interviews scheduled for Thursday 26 March 2026.

Haslingden High School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory enhanced DBS clearance and references.

Yours faithfully

A handwritten signature in black ink, appearing to be 'R Clarke', written in a cursive style.

Mr R Clarke
Headteacher



OUR SCHOOL AIMS

Achievement for All: for all our students to be safe, happy and successful, developing as individuals into caring, responsible citizens equipped for life in the 21st century

We strive to:

Create successful learners, who achieve the best possible qualifications, alongside equipping them with the skills and motivation to overcome future challenges

Ensure all students experience an exciting, ambitious and inclusive curriculum that is well-planned, broad, diverse and expertly delivered. Our curriculum will inspire and motivate all students to want to know and remember more, allowing them to become lifelong learners

Provide access to a wide range of opportunities and experiences beyond the taught curriculum, enabling all our students to leave our school with high aspirations

Work in partnership to offer a personalised approach to care, guidance and support that will ensure all students feel and know how to keep themselves safe and happy. Students' physical, mental and emotional wellbeing is at the forefront of everything we do, empowering them to make informed choices

Guide students, helping them to become kind, resilient and ethical individuals who will make a positive contribution to their local community and beyond. They will embrace change and leave as well-rounded individuals with a strong set of values and beliefs

JOB DESCRIPTION



| | |
|---|--|
| | |
| POST TITLE: | Finance Officer |
| GRADE: | Grade 4 |
| CAR USER: | No |
| LOCATION: | Haslingden High School & Sixth Form |
| RESPONSIBLE TO: | Business Manager/HR and Finance Manager |
| STAFF RESPONSIBLE FOR: | None |
| JOB PURPOSE: | The main objectives to be achieved by the Postholder |
| <p>Under supervision, maintain, update and extract information from systems and databases, provide financial administration and support for the school. This includes producing financial and management information, the provision of general advice and guidance to pupils, parents and staff, and the use of spreadsheets and general IT skills and the use of a range of software.</p> | |
| MAIN ACTIVITIES | <p>What the Postholder will actually do What prescribed duties the postholder will have</p> |
| <p>Accountabilities/Responsibilities:</p> <p>Key duties:</p> <ol style="list-style-type: none"> 1. Routine financial administration, including processing of orders and invoices on the finance system, petty cash, postage, banking etc. 2. Maintaining and updating manual and computerised records including, for example school trips, and related financial administration. 3. Respond to queries from pupils, staff and parents/carers that relate to financial matters, eg lunch accounts, ParentPay etc. 4. Production of regular management information, including financial data and assist in the production of reports for the senior leadership team. 5. Monitoring of monthly budgets and advising senior staff on variances. 6. Undertake reconciliations, for example of bank accounts and petty cash and of the purchase ledger control account. 7. Maintaining stock and ordering supplies, including the processing of orders, check off incoming deliveries, obtaining best prices from occasional suppliers, arranging for payment of invoices and the distribution and storage of stock. 8. Liaise with suppliers in relation to queries regarding orders, invoices, payments etc. | |

General

1. Allocation of work and demonstration of duties to lower graded administrative/clerical support as necessary.
2. To work within school policies and procedures.
3. To contribute to the provision of an effective environment for learning.
4. To support the promotion of positive relationships with parents and outside agencies.
5. To attend skill training and participate in personal/performance development as required.
6. To take care for their own and other people's health and safety.
7. To be aware of the confidential nature of issues

Note: In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.



Finance Officer

| | Essential | Desirable |
|--|-----------|-----------|
| Knowledge, experience and qualifications: | | |
| ➤ 5 or more GCSEs, including a Level 2 (or equivalent) in English and maths | √ | |
| ➤ Evidence of professional qualifications relevant to the post | | √ |
| ➤ Experience of working in a busy administrative environment | √ | |
| ➤ A commitment to their own personal development and a willingness to undertake further training as required | √ | |
| ➤ A knowledge and understanding of running effective administrative or finance systems | √ | |
| ➤ Evidence of personal commitment to professional development | √ | |
| ➤ Experience of working under pressure | √ | |
| ➤ Experience of demonstrating flexibility in the work place | √ | |
| ➤ Experience of working in a finance department/related experience | | √ |
| Skills, competencies and attributes: | | |
| ➤ Ability to work quickly and accurately on financial tasks, and prioritise effectively | √ | |
| ➤ Excellent administration skills with a high level of attention to detail | √ | |
| ➤ Can inspire and influence all colleagues to support the school's ambition of 'Achievement for All' | √ | |
| ➤ A belief in the school's overarching aim to provide the very best for each student | √ | |
| ➤ Models good practice and leads by example, with integrity, positivity, creativity, resilience and clarity | √ | |
| ➤ High level critical reasoning skills to identify, construct and evaluate arguments, consider the effectiveness of ideas and solve problems | √ | |
| ➤ Excellent communication skills for a variety of audiences | √ | |
| ➤ High levels of commitment, enthusiasm and motivation | √ | |
| ➤ Consistently demonstrate adaptability and flexibility, with a strong work ethic | √ | |
| ➤ Demonstrate a high level of confidentiality, discretion, sensitivity and diplomacy | √ | |
| ➤ A high level of emotional intelligence | √ | |
| ➤ A sense of humour and the ability to keep things in perspective | √ | |
| ➤ The ability to prioritise and organise time effectively, working independently where required | √ | |
| ➤ The ability to remain calm and controlled under the pressure of working in a demanding and changing environment | √ | |

| Skills, competencies and attributes continued: | Essential | Desirable |
|--|-----------|-----------|
| <ul style="list-style-type: none"> ➤ Possess, personal characteristics: <ul style="list-style-type: none"> ○ Approachable ○ Empathetic ○ Committed ○ Enthusiastic ○ Ethical ○ Honest ○ Organised ○ Patient ○ Resourceful ○ Resilient | √ | |

| Other (including special requirements) | | |
|--|---|--|
| ➤ Contribute to “achievement for all” by being a champion for the 5 school aims | √ | |
| ➤ Commitment to safeguarding and protecting the welfare of children and young people | √ | |
| ➤ Commitment to equality and diversity | √ | |
| ➤ Commitment to health and safety | √ | |
| ➤ Satisfactory attendance record/commitment to regular attendance at work | √ | |
| ➤ Commitment to undertaking in-service development | √ | |
| Application form and letter | | |
| ➤ The supporting letter should be clear, concise, accurately written and presented in an organised way in no more than two sides of A4 | √ | |
| ➤ The application form should be accompanied with a letter outlining how your experience to date has prepared you for this role | √ | |
| ➤ The application form should be fully completed and accurate | √ | |

WELLBEING & MENTAL HEALTH

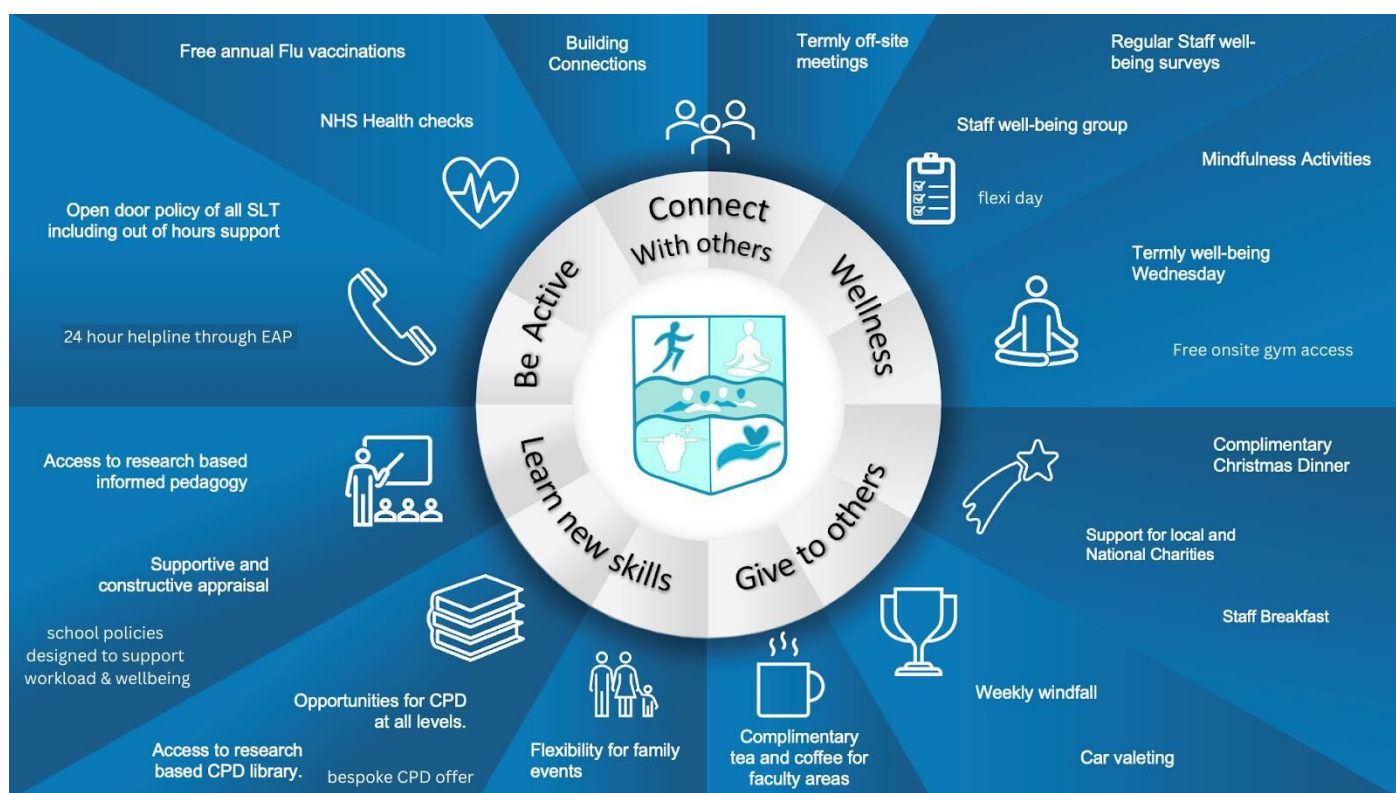
OUR SCHOOL COMMUNITY STRATEGY



At Haslingden High School and Sixth Form we are committed to supporting the mental health and wellbeing of our students and staff through our proactive approach in advocating positive mental health.

Our long term strategy:

- Prioritise staff mental health
- Support staff to take responsibility for their own and others wellbeing
- Give leaders access to the tools and resources to support wellbeing
- Revisit the communications policy
- Ensure staff have a voice in decision making
- Drive down unnecessary workload
- Champion flexible working and diversity
- Create a good behaviour culture
- Support staff to progress in their careers
- Protect leaders' wellbeing and mental health
- Hold ourselves accountable for measuring staff wellbeing through the Positive Workplace Survey



"Haslingden High School continues to be a 'good' school"



Ofsted report 2022

"Pupils behave well...they are keen to learn"

"Staff provide a wide range of enrichment activities"

"Pupils told inspectors that they feel safe...Pupils enjoy strong relationships with one another and with staff"

'Leaders, governors and staff have high expectations of what pupils and students should achieve'

"There is a strong safeguarding culture throughout the school"

"Pupils and students in the sixth form are proud to be part of Haslingden High School and Sixth Form. Pupils told inspectors that this is because it is friendly and welcoming. They enjoy coming to school."



Useful Information

Thank you for your interest in joining our incredible team of staff here at Haslingden High School and Sixth Form.

Application forms can be found at the bottom of the [vacancies section](#) of our website.

Please email your application to vacancies@haslingdenhigh.com if you have any questions, please do not hesitate to get in touch.



Haslingden High School and Sixth Form

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www.haslingdenhigh.com



[HaslingdenHigh](#)