



## Finance Assistant

**Salary: £28,315 to £29,807 fte depending on experience (£26,391 to £27,782 pro rata) per annum**

**Term Time Only including Academy Days plus 4 weeks to be worked in the holidays**

**Full-time: 37 hours per week**

We are seeking to recruit a Finance Assistant to join our friendly Finance team.

You will be responsible for providing high quality financial administrative support and be able to assist in the effective operation of the School's finance function. Please see the attached job profile for details of the role.

### **Tonbridge Grammar School; a high performing state grammar school in Kent**

Educating girls aged 11 to 16 years with a co-ed sixth form, TGS regularly features in listings of the top ranked schools in the South-East and the UK. In our most recent inspection in 2019 we were rated outstanding in every area by Ofsted. We have a vibrant enrichment programme and wellbeing is at the heart of everything we do. There is a real sense of community with staff, students and parents/carers working together.

### **A community where everyone is valued and supported to success**

As a provider of employment and education, we value the diversity of our staff and students and constantly work to remove any barriers to progress and believe in fulfilling the Public Sector Equality Duty (PSED) outlined in The Equality Act 2010.

### **Staff wellbeing**

We are committed to staff wellbeing and offer:

- Local Government Pension Scheme – 22.5% employer contribution
- Free use of our Fitness suite
- Winter flu jab
- Ample parking and electric car charging
- Cycle to work scheme
- Active staff community and socials

### **Professional Development**

The School is committed to supporting your professional development and any relevant training will be provided.

### **How to apply**

Please send your completed application form to: [personnel@tgs.kent.sch.uk](mailto:personnel@tgs.kent.sch.uk) **CVs will not be accepted.**

**Closing date for applications: 09:00 Monday 3 February 2025**

**Interviews: Thursday 6 February 2025**

Tonbridge Grammar School is committed to safeguarding and promoting the welfare of children. Please be aware that schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education legislation. This post is subject to an enhanced DBS check. We reserve the right to interview before the closing date.