



St Mary's Road Hayling Island

Hampshire PO11 9DD

Tel: 02392 462470

Text messaging only: 07935 901851

Email: [adminoffice@mengham-inf.hants.sch.uk](mailto:adminoffice@mengham-inf.hants.sch.uk)

Website: [www.mengham-inf.hants.sch.uk](http://www.mengham-inf.hants.sch.uk)

Headteacher: Lindsay Rebbitt

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## **JOB ADVERT – FINANCE MANAGER**

**Closing Date:** 8<sup>th</sup> July 2022  
**Interview Date:** 18<sup>th</sup> July 2022  
**Job Start Date:** 1<sup>st</sup> Sept 2022  
**Contract :** Permanent / Part-time  
**Salary Type:** Support Staff  
**Salary Details:** Grade E (1 – 5 depending on experience)  
**Hours of Work:** 30 hours per week / 40 weeks per year  
**Location of Role:** Mengham Infant School  
**Contact Email:** [adminoffice@mengham-inf.hants.sch.uk](mailto:adminoffice@mengham-inf.hants.sch.uk)

Mengham Infant School is a small and friendly two form entry infant school situated in the heart of Hayling Island, a ten minute drive from Havant. We believe our children deserve the very best outcomes and experiences. We are looking for a Finance Manager to provide a professional, effective and efficient financial and administrative service, supporting the Headteacher, governors and school as a whole.

We are looking for someone who:

- is experienced in finance and administration preferably within a school setting
- has working knowledge of HR and personnel systems/procedures
- has strong interpersonal and communication skills to support governors, staff, pupils, parents and external organisations
- can lead a small Admin Team and Site Manager, ensuring roles and responsibilities are upheld to a high standard
- be responsible for the performance management of the Admin Team and Site Manager
- has a willingness, energy and enthusiasm to manage change and meet deadlines
- experience of applying statutory policies and procedures including Health & Safety regulations and Risk Assessments
- has a flexible, calm and positive attitude
- is reliable, trustworthy and conscientious
- able to work independently with minimum supervision as well as working as a pro-active team member
- has excellent organisational, planning and time management skills along with the ability to multi-task
- has excellent IT skills and willing to develop new skills

We can offer:

- a happy, caring and friendly working environment
- a school firmly committed to improving outcomes for all our children and families
- a commitment to your own professional development and training
- a strong and supportive team of staff and governors



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Please visit our website to discover wonderful things about our school:

[www.mengham-inf.hants.sch.uk](http://www.mengham-inf.hants.sch.uk).

The school is committed to equality as set out in our Employment Equality Policy which is included in our application pack.

### **Application Procedure**

We welcome and actively encourage visits to our school by prospective applicants – to arrange a visit or an informal chat about the post please contact the school office. A hard copy application pack is available through the school office or go to our school website.

Mengham Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosing and Barring Service checks along with other relevant employment checks.