Oriel High School
Maidenbower Lane
Maidenbower
Crawley
West Sussex
RH10 7XW
Headteacher: Philip Stack BSc MA NPQH NPQEL

This innovative and successful 11-18 school opened in September 2004 and has grown year on year. Oriel High School is now oversubscribed with over 1400 students and was judged 'Good' by Ofsted in 2025; it has excellent facilities and is a dynamic learning community. Whole school results have improved each year.

Finance Officer

The salary range is Grade 8 - Grade 9 (£33,673 - £40,444 depending on experience) plus Crawley Fringe allowance, pro-rata term time only plus INSETS plus 1 week.

The Governors are seeking to appoint an excellent and experienced Finance Officer with strong accounting and personal skills to contribute to the successful operation of the schools' finances. This is a rare opportunity in a popular secondary school. The post is term time only, including 5 staff training days plus 1 extra week. Working hours 8am – 4pm this equates to 37 hours a week with half an hour unpaid for lunch over 45.8 weeks per year.

This is a pivotal role and the person appointed will work closely with, and to support, a range of staff, senior leaders and Governors throughout the school.

Experience/skills required:

- Experience of working within a school environment is desirable
- A good working knowledge of Bromcom MIS, Finance and Reporting modules or a related school MIS system
- A high level of I.T. skills including experience of using MS Excel & MS Word
- The ability to present financial information to budget holders, senior leaders and Governors

Key Tasks include:

- School Budget Accounts – production of 1 year and 3 year budgets, monitoring budgets throughout the year, month-end and year-end tasks as required by WSCC, reporting to budget holders, senior leaders & Governors.
- School Fund Accounts – record and regularly monitor all balances within school fund and report on these to senior leaders & Governors.
- HR Liaison – work closely with HR to understand all financial implications relating to staff contracts and pensions, etc.
- Other Duties – finances for West Sussex Secondary Heads Association, finances for annual school production, finances for all fundraising activities, etc

If you have drive, enthusiasm, and experience to bring to our school we would be pleased to hear from you.

Closing date for applications: **12pm Tuesday 1st December 2026**
Interview date: **W/C 7th December 2026**

The school reserves the right to interview candidates and make an appointment prior to the closing date should a suitable candidate be identified.

Oriel High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Criminal Records Bureau.

West Sussex County Council is an Equal Opportunities Employer