

CROWN WOOD SCHOOL

RECRUITMENT PACK



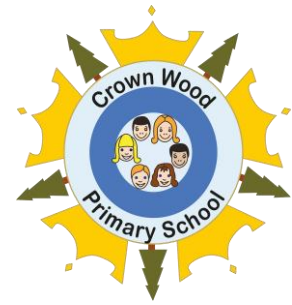
Proud to be part of the

GREENSHAW
LEARNING TRUST

Crown Wood Primary School,
Opladen Way,
Bracknell RG12 0PE

Telephone: 01344 485448;

Email: secretary@crownwoodprimary.co.uk



Dear candidate,

Thank you for your interest in the role of Finance Administration Assistant at Crown Wood Primary School, we are looking for a flexible, resilient and resourceful individual who is ambitious and aspirational.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our job's portal.

Crown Wood Primary School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our school HR team: clifford@crownwoodprimary.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Kathryn Ralley - Headteacher

ABOUT OUR SCHOOL

At Crown Wood Primary School, we have built our ethos on a strong set of core values which underpin everything we do. These are: Determination – Responsibility – Everyone Together – Aspiration & Achievement – Mutual Respect. Our aim is to provide our children with the tools they need to be independent, confident young people, ready to embrace the next stage of their learning and become happy, effective members of society.

Ambition

We are committed to ensuring children not only have a solid grounding in Literacy and Numeracy, but also the skills, values and attitudes they need to be successful in their next stage of education and beyond. These include being aspirational, resilience, an ability to work collaboratively, curiosity and having a 'go for it' attitude.

Excellence

We aim to provide a safe and stimulating learning environment that encourages pupils to grow and develop in an atmosphere of mutual respect. We have high expectations in all areas, especially behaviour and attainment. We strongly believe being prepared to learn from mistakes, effort, practice and acting on feedback leads to success and not innate talent or ability

Pride

At Crown Wood, we know children are unique; with their own strengths and interests. We offer many opportunities for children to discover and develop their personal, social, moral and spiritual identities.

Our Vision

Dare to DREAM

Determination – **R**esponsibility – **E**veryone Together

Aspiration & **A**chievement – **M**utual Respect

TERMS AND CONDITIONS

CONTRACT

Permanent, starting date 1st June 2026 or as soon as possible.

SALARY

Salary calculated in line with NJC (fringe) pay scale, points 06-10, £26,718.00 - £28,423.00 per annum FTE.

Actual Salary £5,467.85 - £5,816.78.

HOURS OF WORK

Part time 9 hours per week, Monday, Wednesday and Fridays, 09.15am – 12.15 pm, term time only.

PLACE OF WORK

Crown Wood Primary School, Opladen Way, Bracknell RG12 0PE.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Finance Administration Assistant
Responsible to:	School Operations Manager

ROLE OVERVIEW

We are looking for an enthusiastic Finance Administration Assistant. The successful candidate will be motivated and organised. They must also have relevant experience in a similar role with a proven track record.

MAIN DUTIES AND RESPONSIBILITIES

- **Procurement & Purchasing:** Accurately raise and process purchase orders (POs) via Planergy & SAGE ensuring all requests meet budgetary guidelines and school policies.
- **Deliveries & Quality Control:** Act as the primary point of contact for financial deliveries during school hours; physically check goods against delivery notes and process **Goods Received Notes (GRN)** promptly to trigger supplier payments.
- **Strategic Stock Management:** Create and maintain a digital stock-control system to track school resources (stationery, cleaning supplies, etc.).
 - Develop and manage a structured annual ordering plan to ensure the school is stocked for key academic milestones while staying within the physical limits of our storage on-site.
- **Value for Money:** Proactively obtain and compare quotes from suppliers to ensure the school achieves "Best Value" and supports the management of the annual budget effectively.
- **Credit Card Process:** Manage the school credit card reconciliation process, ensuring all digital receipts are captured and coded correctly in SAP Concur.
- **Systems & Initiative:** Use digital tools to streamline manual processes, reducing paper waste and improving the turnaround time from "order" to "delivery."

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and suitable additional training.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.

- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
GCSE Grade C/ 4 or better (or equivalent) in English and Maths	x	
Knowledge of financial administration including creating purchase orders, GRN's and general awareness of nominal / account / budget codes	x	
Experience of school finance administration		x
Knowledge of BromCom		x
Knowledge of Sage		x
Knowledge of SAP Concur		x
Knowledge of Planergy		x
Willingness to undertake training for BromCom, Sage, SAP Concur & Planergy	x	
Willingness to undertake safeguarding training	x	
Skills and experience		
High level of digital literacy; comfortable using MIS and finance software	x	
Experience of cloud based administration systems such as Google	x	
Personal attributes		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	
Ability to focus and multitask in a loud busy environment	x	
Committed to equality of opportunity.	x	
Willingness to participate in development and training opportunities	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on Monday 11th May 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on Friday 15th May 2026. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on Monday 1st June 2026 (or as soon as possible).



FURTHER INFORMATION

Thank you for your interest in working at as part of Greenshaw Learning Trust.

Should you need any further information, please contact
Clare Clifford at
clare.clifford@crowwoodprimary.co.uk



**GREENSHAW
LEARNING TRUST**



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7 Throwley Way,
Sutton SM1 4AF



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info@greenshawlearningtrust.co.uk



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