

### **Derby Grammar School**

Finance Administrator

Salary: Up to £30,000 depending on experience

Contract type: Permanent, Full Time, 52 Weeks a year

Start date: ASAP

Closing date: 30<sup>th</sup> May 2025 at 4pm

We are currently recruiting for a Finance Administrator at Derby Grammar School who will provide essential financial support to the School and the Inspired Learning Group Head office. This is an exciting opportunity and will be a busy and varied role, involving multiple aspects of the schools' core financial processes and controls.

Derby Grammar School is a co-educational independent school that has provided excellent schooling to pupils from Derby and across the County. Our school setting dates back to the 18th century and is surrounded by extensive grounds.

Established in 1995, Derby Grammar School is a leading independent school for children aged between 2 and 18. Located in the Derby suburb of Littleover our secluded grounds provide the perfect setting for a first-class educational experience.

At Derby Grammar School we strive to 'bring education to life' and inspire a passion for learning that remains with our pupils throughout their lives. The enthusiasm of our teachers sparks excitement and interest for curious minds. We create an environment where our pupils' strengths are sought out and celebrated. Our small size enables us to do this; we know and treat each child as an individual.

All staff at Derby Grammar School actively participate in and make a significant contribution to the wider school life throughout the year. This is a fantastic opportunity for the right candidate; you will be joining a school that comprises of passionate staff and hardworking pupils. You will be welcomed by all and become part of our family feel school.

Our team at Derby Grammar School also benefit from being part of the Inspired Learning Group of schools and Nurseries.

Benefits at Derby Grammar School include;

- Discount on school fees for staff children, if appropriate
- Free staff car park
- Meals for staff whilst at work
- Pension scheme
- Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession. Access to Doctor line from anywhere in the world, scanning such as MRI, CT and PET scan

- Employee Assistance Programme.
- Westfield rewards (discounts from various high street and online outlets).

Interested individuals should apply at the earliest opportunity, please apply at <https://applicant.website/i/65A755/vacancy-info/0000000832>

A full Job description is available on request.

**The closing date for applications is Monday 30<sup>th</sup> May @4pm**

We reserve the right to close this vacancy earlier than the date advertised. Interviews will take place on a rolling basis, as applications are received.

Derby Grammar School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS)