



CANDIDATE PACK

Finance Administrator



Start date:
ASAP

Location:
Guildford,
Surrey,
GU5 0LH



About Us

Bramley Grange Academy is a special school set in 42 acres of beautiful Surrey countryside in Grafham. Our school offers education for up to 70 students, referred from local authorities across the South of England.

All our students have Education, Health and Care Plans (EHCPs) with SEMH (Social, Emotional and Mental Health) as their primary identified need, though the majority of students have additional special educational needs such as speech, language and communication difficulties; ADHD; opposition defiance and attachment disorders.

BRAMLEY
GRANGE
ACADEMY



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About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk



LONDON
SOUTH EAST
ACADEMIES



TRUST

Our choice's matters

BE BRAVE - with every choice

BE KIND - in every action

BE HONEST - and therefore trustworthy

LISTEN - so we understand

FORGIVE - when mistakes are made

BRAMLEY
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ACADEMY



Job Description

Job title: Finance Administrator

Salary: H24 on the LSEAT Harmonised Payscale

Contractual Hours: 37 Hours + 3 Additional Hours

Position Status: Permanent

About our Vacancy:

We are looking for a proactive and organised Financial Administrator to provide finance, front-of-house and administrative support within our school. As the first point of contact for visitors, parents and students, you will deliver a professional reception service while providing a wide range of operational and administrative support to help ensure the smooth running of the school.

The successful candidate will have excellent communication and organisational skills, strong attention to detail, and the ability to work calmly and effectively in a busy environment. Previous financial and administrative experience is essential, with school-based experience highly desirable.



Bramley Grange Academy is a vibrant, inclusive, and rapidly improving school at the heart of its community — and there has never been a better time to join us.

As we continue our journey of school improvement, we are driven by a clear ambition to provide exceptional education and unforgettable primary experiences for every child. Our values of kindness, honesty, forgiveness, bravery, and listening shape everything we do, creating a culture where pupils feel safe, staff feel supported, and families feel welcomed.

With a renewed focus on high-quality teaching, an engaging curriculum, and a passionate team eager to make a real difference, Bramley Grange Academy is a place full of opportunity, purpose, and positive change.

As part of our growth and development, we are taking on an additional class in Year 7, and this expansion has created an exciting new role within our team. If you want to be part of a school that is growing in confidence, strengthening its practice, and striving for the very best, this is the perfect moment to join our community.

Job Description

Purpose of the Role:

- Working closely with SLT and SBM, providing administrative and financial support across a range of areas at Bramley Grange Academy.

Person Specification:

- Minimum of 2 years experience, ideally working in a school setting
- Good working knowledge of IT systems (Arbor, Access and Evolve an advantage)
- Ability to remain calm under pressure
- Attention to detail
- Ability to communicate effectively to visitors, staff and parents
- Proactive and organised
- Strong organisational and communication skills

Finance:

- Managing the school ordering system (Access), creating purchase orders for all staff requirements
- Ordering of all supplies including stationery
- Approving invoicing (GRN)
- Liaising with Finance for any outstanding invoices
- Setting up new suppliers on Access
- Communication with suppliers ensuring invoices have been paid correctly
- Reconciliation of school credit card receipts
- Booking courses/venues for SLT
- Organising education visits and managing trip logistics with the relevant member of staff, ensuring relevant payment has been made



Arbor:

- Updating Arbor with student details, liaising with SENCO
- Assisting School Business Manager with School Census
- Managing payment system for trips
- Sending out communications to Parents and Governors

Evolve:

- Overseeing the school trip process, ensuring risk assessments have been uploaded
- Ensure payments have been received (cash or via Arbor)

Front of House:

- Provide a warm and professional service acting as the first point of contact for all visitors, parents and students
- Manage the school visitor Sign-In App system, ensuring safeguarding protocols are followed
- Answer incoming calls promptly ensuring accurate messages are taken and communicated to the relevant person
- Assist with distribution of mail
- Ensure outgoing post has been collected/taken to Post Office
- Management of keys/fobs system via Net 2/Paxton
- Ensuring Reception literature is kept up to date and compliant
- Management of uniform for both staff and students

Administration:

- First line of support for all SLT administrative requests
- Maintaining current and compliant Reception materials
- Working with the SBM, send out communications to staff and parents
- Liaising and supporting the Attendance Officer (students/taxis arriving late)
- Managing the school website, updating social media platforms • Monitor Bramley Grange email inbox
- Updating course/CPD information for staff
- Liaising with Site Manager to ensure meter readings are kept up to date
- Assisting with staff events
- Management of the 3G football pitch, liaising with football clubs and updating contracts.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

