



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

Rectory Gardens
Worthing
West Sussex
BN14 7TQ

TEL 01903 235389
EMAIL office@broadwaterce.org

Headteacher: Mr A Morrissey
www.broadwaterce.org

JOB ADVERTISEMENT

FINANCE AND ADMIN OFFICER VACANCY - September 2026

Salary and Hours

Salary payable at Grade 5 point 7 – 8 FTE £22,239.45 - £22,594.06 (pro rata, term time only – 38 weeks at 30 hours per week £18,031.99 - £18,319.51)

Role Overview

Broadwater Church of England Primary School are seeking an individual to join our happy and committed Office team.

The Ideal Candidate Will Have:

- A working knowledge of computerised finance systems and financial controls
- Ability to complete work to a required standard of accuracy and presentation
- Good knowledge of health and safety procedures
- A commitment to undertake training and continuous professional development
- The ability to remain calm when under pressure and manage time effectively
- Support the school's strong Christian ethos.

Safeguarding Statement

Broadwater is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. This post is subject to an Enhanced DBS with Children's Barred List check.

What We Offer

At our school, we are committed to supporting, developing and valuing our staff. As part of our dedicated and professional team, you will benefit from:

- Full training and development opportunities, with all relevant training provided to help you succeed and grow in your role.
- The opportunity to work as part of a committed, supportive and collaborative team that is passionate about making a difference to young people.
- Access to confidential wellbeing support, complimentary to your SAS Health Insurance package, at no additional cost to you.
- The opportunity to opt into the West Sussex Pension Scheme, providing valuable long-term financial benefits.
- A positive and inclusive working environment where your contribution is recognised and appreciated.

We are proud to invest in our staff and provide the support, training and benefits needed to thrive both professionally and personally.

Visits & Applications

Visits to the school are warmly encouraged and can be arranged by contacting Mrs Huskinson at office@broadwaterce.org or by phoning the school office.

- **Application Deadline:** Thursday 6th August 2026 at 5pm
- **Interviews:** Tuesday 18th August 2026 (subject to candidate's availability)

This advert should be read in conjunction with the Finance and Admin Officer Job Description and the Finance and Admin Officer Person Specification.