

# Finance & Administration Officer

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## **St Dubricius CoE First School**

**Parsons Street, Porlock, TA24 8QJ**

**Salary: Full Time Equivalent: £25,185 - £25,989**

- **35 hours per week: £19,878 - £20,512 (actual salary) per annum**

**Start Date: May 2026**

**Contract: Permanent, term time only**

Supporting the heart of a thriving school community

The Moorland Federation is seeking to appoint a Finance and Administration Officer to join our friendly and supportive team at St Dubricius First School.

This is a varied and rewarding role at the centre of school life. Working closely with the Head of School and the Federation's Shared Services Team, you will play a key part in supporting the day-to-day administration and financial processes that help our school run smoothly.

You will be a welcoming presence within the school office, supporting families, staff and visitors while ensuring key administrative and financial systems are maintained accurately and efficiently.

This role would suit someone who enjoys working in a busy school environment, is highly organised, and takes pride in providing a professional and supportive service to the whole school community.

We're looking for someone who is:

- Enthusiastic, organised and able to manage a varied workload
- Confident working with financial and administrative systems
- A strong communicator with excellent written and verbal skills
- Friendly and approachable, able to build positive relationships with pupils, families and colleagues
- Reliable, trustworthy and able to handle confidential information with discretion
- Flexible and able to respond to the changing needs of a busy school environment

This role will suit you if you have:

- Experience in an administrative or finance role
- Strong organisational skills and attention to detail
- Confidence using ICT systems and Microsoft Office
- The ability to prioritise tasks and manage competing demands
- Experience of working in a school or educational setting (desirable)
- Experience of financial systems such as Bromcom, FMS or similar (desirable)

In return, we offer:

- A welcoming and supportive school and Federation community
- Friendly and dedicated colleagues who value teamwork
- A varied and rewarding role at the centre of school life
- Opportunities for professional development and training
- The chance to make a meaningful difference within our school community
- Enthusiastic and friendly children who make our schools such special places to work

#### About St Dubricius School and the Moorland Federation

St Dubricius First School is proud to be part of the Moorland Federation - a collaborative family of eight rural schools across Exmoor. Together, we are committed to providing an inspiring, inclusive and holistic education for every child.

Our schools celebrate creativity, individuality and a strong sense of community, nurturing children to *grow together, and learn for life*, as confident, compassionate citizens. We value teamwork, care deeply about wellbeing, and are dedicated to safeguarding and promoting the welfare of all children in our care.

#### How to apply

If you're ready to play a key role in helping our young learners grow in confidence and curiosity, we would love to hear from you.

**Application Deadline: Thursday 26<sup>th</sup> March 2026, 5.00pm**

**Interview Date: Wednesday 1<sup>st</sup> April 2026**

For further information and to download an application pack, please visit our website: [www.moorlandfed.co.uk/careers](http://www.moorlandfed.co.uk/careers)

Or contact us via email or telephone:

**recruitment@moorlandfed.co.uk**

**07947 994052**

### Safeguarding Statement

The Moorland Federation is committed to safeguarding and promoting the welfare of children. All applicants will be subject to an enhanced DBS check and must share our commitment to child protection.