



The Maelor School, Penley
Ysgol Maelor, Penli

Finance and Transport Administrator

(22 hours per week - Flexible working days and times)

G04 £25,583 - £25,989 *pro rata*

Required from January 2027



The Maelor School
Penley
Wrexham
LL13 0LU



maelorschool.org.uk



@ The Maelor
School, Penley



@ The Maelor
School, Penley



Welcome to The Maelor School

Dear applicant,

Thank you for your interest in the post of Finance and Transport Administrator at The Maelor School.

We are seeking to appoint a highly organised, professional and dedicated Finance Officer who will support the effective financial and operational management of the school. The successful candidate will demonstrate a commitment to delivering high-quality financial and administrative support, maintaining accurate records and ensuring compliance with financial procedures and regulations. Working closely with the Business Manager, they will contribute to the efficient management of school resources, including financial systems, procurement, budget monitoring and transport services, helping to ensure the school operates effectively and delivers the best possible outcomes for all pupils.

As Headteacher, I am proud to lead a school that is deeply committed to academic achievement, personal growth, and community engagement. At The Maelor School, we believe every pupil has unique potential and encourage our pupils to “Be the Best Version of Themselves” in a safe and inclusive environment where all pupils can flourish.

We hold our pupils to very high standards: expecting them to work hard, behave respectfully, and present themselves smartly. Although we are proud of our long-standing reputation for academic excellence, we believe that education is about more than just results. Our mission is to help our pupils to discover and nurture their unique talents while developing the skills necessary for success in adult life.

We welcome applicants who have:

- The ability to build and maintain effective working relationships with colleagues, suppliers and external agencies to achieve individual and organisational objectives;
- Experience of delivering accurate and efficient financial and administrative support within a busy working environment;
- Experience of using initiative, problem-solving skills and attention to detail to improve processes, maintain compliance and support effective business operations.

I hope that this application pack will assist you in the decision to apply for the post. In the event you do wish to apply, I ask that you send your application (by email to Mrs Vivian Dopierala, my PA, vivian.dopierala@maelorschool.org.uk to arrive no later than **9am, Monday 12th October 2026**. Please include a letter of application along with a fully completed application form.

If you would like to make an appointment for an informal discussion about the post or if you would like to visit the school, please contact my PA, Mrs Vivian Dopierala, Tel: 01948 830291 or via the email address above.

Everyone connected to The Maelor School takes great pride in our community, and we hope you will become part of our ongoing success story.

We look forward to meeting with you.

Yours sincerely,

Mrs Leanne Eyre - Headteacher



A Place to Live and Work

A Place to Live and Work

The County Borough of Wrexham, located in Northeast Wales, is proud of and celebrates its Welsh heritage and cultural identity. The Maelor is in a rural area on the outskirts of the City of Wrexham - which nestles in the Dee Valley between the Welsh mountains and the Cheshire plains. It is a location that really can offer you the best of both worlds.

The Old and the New

Wrexham has been a market centre since the medieval period, long before it rose to prominence in the late 18th century as a hotbed of the Industrial Revolution. Wrexham has managed to retain the atmosphere of a historic city whilst benefitting from modern pedestrianised shopping and an award-winning arts, culture and markets hub Tŷ Pawb, which opened in 2018. This supplements our heritage offer, which includes the County Borough museum. We are proud of our UNESCO World Heritage Site - the Pontcysyllte Aqueduct and Canal - which draws in thousands of global visitors each year, in addition to two National Trust properties and three of the seven wonders of Wales.

Wrexham has a reputation for putting on large scale events, from Rugby League World Cup matches to open air pop concerts at the historic Racecourse Ground, STōK Cae Ras. Wrexham also has a large University, and excellent sporting facilities - it is a place that is looking to the future.

A City Nestled in the Countryside

Wrexham can provide the perfect base for whatever kind of lifestyle you want to enjoy.

On the one hand, there's plenty of surrounding countryside to explore. The County Borough boasts a National Nature Reserve, an Area of Outstanding National Beauty and eleven country parks. The landscape of Northeast Wales is very attractive, and you are rarely more than twenty minutes away from the peace and tranquillity of the Welsh hills.

On the other hand, it is under an hour away from two leading European cities - Manchester and Liverpool - with their international blends of culture, nightlife, shopping and facilities. Wrexham is a bustling commercial centre, with one of the largest Industrial Estates in Europe (housing the likes of JCB, Kelloggs, Hoya and HMP Berwyn Prison).



Our School



The Maelor School is a consistently high-performing comprehensive school, welcoming pupils aged 11 to 18. While many of our pupils come from the nearby villages around Penley, others choose to travel from across Wrexham, Shropshire, and Cheshire to experience our warm, close-knit community in a picturesque rural setting.

Our school was established in the small village of Penley in 1957, in extensive grounds in a beautiful rural situation. There are five forms of entry (approximately 130 pupils annually) giving a total of around 810, including the Sixth Form of around 160 students.

We hold our pupils to very high standards: expecting them to work hard, behave respectfully, and present themselves smartly. Although we are proud of our long-standing reputation for academic excellence, we believe that education is about more than just results. Our mission is to help our pupils to discover and nurture their unique talents while developing the skills necessary for success in adult life. We encourage and support our pupils to be the best versions of themselves and embody our core values: respect, resilience and relationships.

Everyone connected to The Maelor School takes great pride in our community. You will find happy staff, a great sense of teamwork and a commitment to developing colleagues at all levels.



The Maelor School, Penley Ysgol Maelor, Penley

● Respect ● Relationships ● Resilience ● Parch ● Perthnasau ● Gwydn





The Maelor School Ysgol Maelor

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contact@maelorschool.org.uk

[@maelorpenley](https://twitter.com/maelorpenley)

Finance and Transport Administrator

Required from January 2027

G04 (£25,583 - £25,989 pro rata)

We are looking for an enthusiastic, ambitious and highly organised Finance Officer who is committed to supporting the effective financial and operational management of the school. The post would suit a motivated and proactive individual who values working as part of a team, maintains the highest standards of accuracy and professionalism, and is keen to contribute to the efficient management of the school's financial resources and support services.

Working closely with the Business Manager, you will play a key role in supporting the school's financial processes, budget monitoring, procurement, reporting and administrative functions. The successful candidate will be a highly organised and detail-oriented individual with excellent interpersonal skills, a strong commitment to continuous improvement and the ability to make a positive contribution to the aspirational vision for The Maelor School.

You will have:

- the ability to provide professional financial advice and support to colleagues, fostering positive working relationships across the school;
- experience of maintaining high standards of financial administration, accuracy and compliance;
- the ability to identify opportunities for improvement and implement efficient systems and processes to support the effective use of school resources.

Application packs are available on the school website (<https://www.maelorschool.org.uk/join-us/vacancies/>) and should be returned to Mrs V Dopierala, Headteacher's PA, at the school (Vivian.Dopierala@maelorschool.org.uk) by 9am, Monday 12th October 2026.

The referees provided in your application must include your employer from when you last worked with children; if this was in a school, we would expect it to be from the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful applicant will be required to undertake an enhanced DBS check prior to taking up appointment.

The Maelor School welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.

Closing date: Monday 12th October (9am)

Interviews: Tuesday 20th October





Job Description: Finance and Transport Officer

Job Title:	Finance and Transport Officer
Grade:	G04 £25,583 - £25,989 pro rata
Reports to:	School Business Manager
Hours of work:	22 hours per week (Flexible Working Times / Days)
Disclosure Level:	Enhanced

Job Purpose:

The Finance Officer will play a key role in supporting the Business Manager with the day-to-day management of the school's financial and operational activities. The post holder will be responsible for maintaining accurate financial records, processing invoices and payments, supporting budget monitoring and reporting, and ensuring compliance with relevant financial procedures, regulations and audit requirements.

In addition, the Finance Officer will support the coordination and administration of the school's transport services, helping to ensure the provision of safe, efficient and cost-effective arrangements. The role will contribute significantly to the effective management of school resources and the smooth operation of support services across the school.

Principal Duties and Responsibilities:

Finance

- Assist with the design and implementation of the school's financial procedures and systems.
- Assist with the preparation of, and where appropriate prepare, the draft annual budget and financial plans.
- Assist with budget forecasting and financial planning throughout the financial year.
- Maintain the school's accounting systems and ensure all financial records are accurate and up to date.
- Undertake detailed monitoring of monthly expenditure, identifying and explaining variances and making recommendations where appropriate.
- Monitor departmental budgets and provide budget holders with regular financial information and advice.
- Produce financial analyses and reports, including liaising with the Local Authority and other relevant agencies.
- Produce monthly budget monitoring reports for the Business Manager, Headteacher and Governors as required.
- Manage petty cash and ensure the appropriate use and reconciliation of the school's bank accounts.
- Process purchase orders, invoices and credit notes in accordance with the school's financial procedures.
- Process orders and manage the approval of payments to ensure appropriate financial controls are applied.
- Ensure all expenditure is correctly coded and recorded within the accounting system.
- Reconcile accounts, investigating and resolving any discrepancies promptly.
- Administer the collection, recording and banking of income, including trips, lettings and other school activities.
- Administer school trip accounts and reconcile trip income and expenditure.
- Support the financial administration of educational visits and residential trips.
- Prepare and submit claims for grants, funding streams and reimbursements as required.
- Monitor Pupil Premium, grant and other restricted funding to ensure expenditure is accurately recorded and reported.
- Maintain records of outstanding supplier invoices, monitor payment deadlines and advise the Business Manager on payment priorities and cash flow implications.
- Liaise with suppliers to resolve invoice queries and maintain effective working relationships.
- Support the payroll process by providing accurate information regarding staffing changes, overtime, additional hours and claims.
- Monitor contracts and service level agreements, ensuring renewals and payments are processed in a timely manner.
- Assist with the administration and financial monitoring of examination budgets and associated costs.
- Maintain records relating to devolved departmental budgets and provide budget information to curriculum leaders.
- Assist with the preparation and submission of financial information required for school improvement projects and capital expenditure.
- Assist with the preparation of year-end accounts, financial statements and year-end procedures.
- Assist with the preparation of information and documentation for internal and external audits.
- Responsible for ensuring adherence to financial regulations, audit requirements, Local Authority policies and school procedures, and advising on their application.
- Support the Business Manager with preparations for Governor Finance Committee meetings.
- Assist with financial reporting requirements for Governors, the Local Authority and external agencies.
- Assist with the monitoring and reconciliation of catering income and other trading activities where applicable.
- Support the Business Manager in ensuring compliance with all financial regulations, policies and procedures.
- Maintain accurate financial records and filing systems in line with data retention requirements.
- Maintain confidentiality and security of all financial information at all times.
- Ensure value for money is achieved through effective procurement and purchasing practice



Transport Management

- Work with the School Business Manager to ensure the safe, compliant and smooth running of school transport
- Liaise with school transport providers as required
- Oversee all aspects of administration in relation to school transport payments, passes and routes
- Ensure timely payments in line with parent/carer code of conduct
- Communicate any concerns in relation to pupil behaviour to the relevant senior member of staff
- Booking of additional school transport, for example for school trips, as required
- Liaise with families, the Attendance Officer and relevant senior staff in relation to changes to bus routes/times/inclement weather/unforeseen circumstances
- Undertake administrative duties, such as reception, filing, and document preparation.

Other Responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's Health and Safety at Work Policy.
- To participate in the school's Professional Development Review cycle and ensure that targets are set and met within the agreed timescale.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults.
- To undertake all reasonable other duties as directed by the Headteacher.

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● *Respect* ● *Relationships* ● *Resilience* ● *Parch* ● *Perthnasau* ● *Gwydn*



PERSON SPECIFICATION: FINANCE AND TRANSPORT OFFICER

Requirement	Essential	Desirable	Measured by*
Qualifications			
A minimum of 5 good GCSEs (or equivalent) including English and mathematics (Grade C/5 or above)	✓		F/C
A professional qualification in finance/ accounting	✓		F/C
Degree in Accounting, Finance, Business Administration, or a related field		✓	F/C
Experience			
Experience of working in a financial role or administrative role	✓		F//I
Experience of maintaining accurate financial records and data	✓		F//I
Experience of computerised financial systems	✓		F//I
Experience of processing invoices, orders and payments	✓		F//I
Experience of working with confidential information	✓	✓	F//I
Experience of working within a school or educational setting		✓	F//I
Experience of budget monitoring and financial reporting		✓	F//I
Experience of transport administration and coordination		✓	F//I
Experience of supporting audits and compliance processes		✓	F//I
Knowledge and Understanding			
Understanding of financial procedures and controls.	✓		F//I
Knowledge of budgeting, financial monitoring and reconciliation processes.	✓		F//I
Understanding of the importance of confidentiality and data protection.	✓		F//I
Knowledge of Microsoft Office applications, particularly Excel.	✓		F//I
Understanding of the importance of accuracy and attention to detail in financial administration.	✓		F//I
Knowledge of school funding streams, including grants and delegated budgets.		✓	F//I
Knowledge of systems such as FMS, Access Education, Civica or similar financial software.		✓	F//I
Knowledge of education finance regulations and audit requirements.		✓	F//I
Understanding of the importance of accuracy and attention to detail in financial administration.		✓	F//I
Be able to develop and manage effective administrative systems	✓		F//I
Have an understanding of the legal implications of the Data Protection Act and Child Protection issues and procedures	✓		F//I
Have a good working knowledge of national and local policies, initiatives and strategies related to education		✓	F//I
Skills and Abilities			
Excellent written and verbal communication skills	✓		F//I
Excellent numerical and analytical skills.	✓		F//I
Ability to interpret financial information and identify discrepancies.	✓		F//I

Strong organisational and time management skills.	✓		F//I
Ability to prioritise workloads and meet deadlines.	✓		F//I



Ability to work independently and as part of a team.	✓		F//I
Ability to develop and maintain effective working relationships with staff, suppliers and external agencies.	✓		F//I
High level of accuracy and attention to detail.	✓		F//I
Problem-solving skills and the ability to use initiative.	✓		F//I
Ability to produce financial reports and present information clearly.		✓	F//I
Ability to support managers with budget planning and forecasting.		✓	F//I
Experience of analysing data to support decision-making.		✓	F//I
Personal Attributes			
Proven ability to work under pressure and meeting tight deadlines	✓		F//I
Professional and reliable approach to work	✓		F//I
Honest, trustworthy and able to maintain confidentiality.	✓		F//I
Commitment to the ethos of the school	✓		F//I
Flexible and adaptable to changing priorities.	✓		F//I
Commitment to providing a high-quality service.	✓		F//I
Commitment to safeguarding and promoting the welfare of children and young people.	✓		F//I
Excellent interpersonal skills and the ability to work well as part of a team as well as independently	✓		F//I
Interest in developing knowledge of school finance and business management.		✓	F//I
Willingness to participate in training and continuous professional development.		✓	F//I
Equality and Diversity			
Knowledge of and commitment to Equality and Diversity	✓		F//I
Understanding of the importance of Welsh Language and Culture	✓		F//I

F Job Application Form

C Certificate of Qualification

I Interview

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

Signature: -

Postholder..... Date.....

Headteacher..... Date

