The Warriner Multi Academy Trust

Bloxham, Oxon OX15 4LJ
Telephone: (01295) 720777
E-mail: recruitment.4007@warriner.oxon.sch.uk
Executive Headteacher: Dr Annabel Kay

WMAT Finance Administrator
Start Date: ASAP

We are currently seeking a dedicated Finance Administrator to join our Warriner Multi Academy Trust Finance Team working out of The Warriner School. The successful applicant will be part of a team supporting the schools within the Trust.

We are looking to appoint a suitably experienced Finance Administrator to join the Trusts central finance team. This role is permanent, 30hrs per week, term time plus one additional week. working pattern is flexible over 4 days with minimum finish time of 4pm on two days. Remainder of working pattern will be agreed with the successful candidate. The full-time equivalent salary for this role is Grade 8 £32,578-£35,571 Pro Rata. Actual salary is £24,445

What we are looking for someone who has:

- motivation and a true passion for improving the environment
- high expectations of themselves and others
- initiative, dedication and energy
- a clean driving licence
- effective literacy and numeracy skills and the ability to use email and issue management software
- good communication skills and the ability to work well as part of a team

What we offer:

- A school with a clear moral purpose and drive for 'excellence for all our students'
- Excellent opportunities for career progression and development opportunities
- A clear staff well-being strategy package that includes our confidential Employee Assistance Programme with access for all staff to Face-to-Face Counselling, Stress Management, 24/7 GP access, Physiotherapy, Menopause Counselling and Support, Men's Mental Health Wellness, Bereavement Support, Nurse Support Service, Maternity & Paternity Support and Financial Wellbeing Support

Application Procedure
If you would like to discuss the role or find out more, please contact Tammy Crook, WMAT Accountant. A job description and application form is available from our website: Vacancies - Warriner Multi-Academy Trust (warrinermultiacademytrust.co.uk) or via email recruitment.4007@warriner.oxon.sch.uk

Please note we can only accept CVs as supporting documentation when submitted along with a fully completed school application form.

Closing date: Tuesday 1st December 2026 **at 1pm**

We reserve the right to close this process early if a suitable candidate is appointed

The Warriner Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.
This post involves regulated activity with children and is exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be subject to an Enhanced DBS check with Children's Barred List check, together with other relevant pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity with children. Online searches may be conducted on shortlisted candidates in accordance with Keeping Children Safe in Education (KCSIE).
We are committed to equality of opportunity and welcome applications from all sections of the community.