



**The Warriner Multi Academy Trust**  
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Executive Headteacher: Dr Annabel Kay



**WMAT Finance Assistant  
September 2026**

We are currently seeking a dedicated Finance Assistant 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.

This role is permanent, 15hrs per week, term time plus one additional week. Days and hours are flexible and will be agreed with the successful candidate. It is anticipated that the hours will be worked across 2 to 3 days per week, term time only plus one additional week. The salary for this role is Grade 6 £26,824 Pro Rata. Actual salary £9,309.

**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 \(warrinermultiacademytrust.co.uk\)](http://warrinermultiacademytrust.co.uk) or via email [recruitment.4007@warriner.oxon.sch.uk](mailto: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:** Monday 21<sup>st</sup> September 2026 at 1pm

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

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order to identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*