

Lutterworth High School

Where Learning Comes First



Job Application Pack
Finance Officer





Welcome to our school

Dear Applicant

Thank you for taking the time to look at our application pack for the role of Finance Officer.

This role is an opportunity to join a successful school with a highly effective support team and a prioritisation for staff well-being.

If you like working with people, enjoy what can be a fast-paced environment at times, and like accuracy and attention to detail then this is the role for you.

Full training and support will be offered for the successful applicant.

If you would like to visit or discuss the role, please do not hesitate to get in contact using the details in this pack. I'd also recommend that you have a look at our website and video to get a feel of the school.

Kind regards

Julian Kirby
Headteacher



About Us

Founded in 1927, Lutterworth High School prides itself on its history and traditions, visible in our House presence and reflected in our ethos and values. We enjoy healthy competition between Churchill, Cunningham, Montgomery and Tedder House.

We are a high attaining and oversubscribed 11-16 Academy school, located in the heart of Lutterworth. Our school mission statement is 'Where learning comes first' and our staff strive to deliver innovative and exciting lessons.

Our students describe the school as 'modern and dynamic' with excellent facilities. We are proud of the very high standards of behaviour our students demonstrate, they have a genuine appetite for learning and are happy to be at school. Everyone at our school immerses themselves into the many events that we hold.

We pride ourselves on the opportunities available to our students. We offer a wide variety of sports and we have an extensive fixture list against leading state and independent schools along with a comprehensive co-curricular programme through The Emerald Way.

We are proud of our excellent reputation and, as a very popular school with a high demand for places, we continue to look at opportunities to develop in the future.





Finance Officer

30 hours per week, 40 weeks per year (FTE 71.17%)

(There is some flexibility around the hours and working weeks)

Salary: £19,096 - £20,031 (FTE £26,832 - £28,146)

Closing date: 12 noon on Monday 1st June 2026

Start date: 20th August 2026

How to apply

- Complete an application form, these can be found by clicking [here](#). CVs will not be accepted on their own.
- Please make sure you address the criteria outlined in the competencies found in the person specification when writing your supporting letter (two sides of A4 maximum).
- Should you have any queries on the application process, please contact Caroline Creed on 01455 552710.
- If you would like to request a tour of the school, please email lboon@lutterworthhigh.co.uk
- Completed applications, along with a covering letter, should be sent by email to personnel@lutterworthhigh.co.uk
- References will be sought for shortlisted candidates prior to the interview date. The successful candidate will be required to complete an enhanced DBS check.

