THE PIGGOTT SCHOOL

TWYFORD ROAD, WARGRAVE,
READING RG10 8DS
Tel: 0118 940 2357

Finance and Administration Officer - Educational Visits

37 hours per week - term time only, including INSET days (negotiable)
Salary Grade 5 (£29,542 – £32,047 FTE)
Actual salary for 37 hours per week £25,523 - £27,688

We are seeking an organised, numerate, and efficient administrator with a finance background to join our highly successful school. You will play a central role in managing the budgets, financial tracking, and administrative logistics behind our extensive programme of offsite learning opportunities.

At The Piggott School, we view offsite opportunities—from local day trips to overnight residentials and international visits—as a vital part of our universal offer to all students. These experiences give young people the chance to discover new interests, build friendships, and create lasting memories. The successful candidate will share our enthusiasm for enriching students' education beyond the classroom, bringing strong financial accuracy, Excel skills, and organisational flair to help plan and deliver these events smoothly.

For further details, please view the full Job Description and Person Specification on our website.

To apply, please complete a Support Staff Application Form (available at www.piggottschool.org) and email it to vacancies@piggottschool.org.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Satisfactory Disclosure Clearance. An online check and a 'prohibition from teaching' check will be completed for all applicants. The school reserves the right to close this advert early in the event that sufficient applications have been received.

Closing date: 11am - Thursday, 10th December 2026