



Thirsk School & Sixth Form College
Educating today, preparing for tomorrow
Achieving the expected standards in all areas – Ofsted 2026
Topcliffe Road, Sowerby, Thirsk, North Yorkshire, YO7 1RZ

11-18 mixed comprehensive school

1032 students including 139 in sixth form college

Headteacher: Emma Lambden

Telephone: 01845 522024

Website: www.thirskschool.org

Finance Clerk

Required as soon as possible. To provide a financial support service to the school, which includes preparation of financial reports/statements, administer the BAFS/School Fund accounts including cheque runs, credit cards, telephone enquiries, petty cash and bank reconciliation, dealing with the ParentPay system, parental queries, administer invoicing and debt chasing for school lettings. A background in finance and IT would be desirable.

20 hours per week, term time only. There is a degree of flexibility with the number of hours worked each day, but it must include a Wednesday each week.

Grade CD SCP 3 – 6 £25,614 to £26,847 per annum pro rata. Actual salary £12,002 to £12,580 depending on experience and previous service with NYC.

Holidays will not be allowed during term time, unless under exceptional and approved circumstances.

Closing date for applications is 9 am on Friday, 30th October 2026.

Further details of the school, the post and a downloadable application form are available from our website: www.thirskschool.org or upon request from andrew.rickard@thirskschool.org

Completed forms should be returned to andrew.rickard@thirskschool.org

We welcome you to view our school website for further details www.thirskschool.org

Thirsk School and Sixth Form College is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children and approved references.