

July 2026

Dear Candidate,

Thank you for your interest in the part time permanent post of Finance Officer. Included in the pack you will find a copy of the job description, person specification and application form.

The successful candidate will be working closely with colleagues and be expected to play a full role in all aspects of school life. The ability to communicate effectively with colleagues, to be flexible and adaptable and have excellent finance abilities are essential qualities.

Our school is a three-form entry Infant school, sharing the site with the separate Junior school. We are fortunate in having a modern, purpose-built school on two floors. The classes are well resourced and spacious. There are two large playgrounds with resources for the children. There is a car park on site and good public transport links.

Most of our children are from the Bangladeshi community, with many learning English as an additional language when they start school. Our parents are very supportive and encourage the children to succeed at school. Expectations and standards in the school are very high.

The closing date and time for the post is Tuesday 1st September 2026 by 12pm (noon). Please email your application form to head@bluegatefields-inf.towerhamlets.sch.uk. The shortlisting date will take place on Wednesday 2nd September 2026. The interview date to be arranged.

We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment.

Yours sincerely



Catherine Jones - Headteacher