



Millais School

In pursuit of excellence

11-16 Girls' Comprehensive School

Required from April 2026

Finance & Lettings Administration Assistant

37 hours per week: Monday - Thursday, 8.00am - 4.00pm, Friday 8.00am - 3.30pm

Fixed term, term-time + Inset days only contract (potential for permanency)

WSSC Grade 4 (part time or job share considered)

Grade 4: £25,583 - £25,989 pa; pro-rata £22,040 - £22,390 pa for 37 hours p/w

Millais is currently a secondary 11-16 girls' comprehensive school in which students are eager to learn and expect to be challenged in all areas of the curriculum. We are looking forward to welcoming boys in September 2026 for the first intake in year 7.

We are seeking to appoint a highly organised and detail-orientated Finance and Lettings Administration Assistant to join our finance team. This is a varied and rewarding role supporting both the financial operations of the school and the coordination of the external letting of our facilities.

Essential skills and qualifications include:

- 5 Passes (A* - C/5-9) at GCSE or NVQ Level 2, or equivalent experience
- strong administrative and organisational skills
- excellent communication and customer service skills
- experience of using a Financial Management System or accounting software desirable
- strong numerical ability with attention to detail, capable of working with spreadsheets
- able to work independently and as part of a team

Millais school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check, safer recruitment checks including satisfactory references and an online and social media search may be undertaken.

For an application form please visit our website www.millais.org.uk and return your completed application form to HR Admin Officer (hadmin@millais.org.uk) or for more information please call 01403 254932.

Closing date for applications: Tuesday 14 April 2026

Interviews: w/c Monday 20 April 2026

