



Queen Elizabeth's Grammar School

**HEAD OF FINANCE AND  
PREMISES**

**Full Time (37 hours per week)  
although requests for part time  
will be considered**

**Salary Scale: QEGS 10.1 – 10.5  
(£54,720 - £61,017)**

Required for September, Queen Elizabeth's is seeking to appoint an enthusiastic and successful Head of Finance and Premises to join our hard working administration team.

Applicants should possess excellent communication and organisational skills, be hard working, flexible and professional. The successful candidate will have a strong financial background with relevant qualifications.

Applications are welcomed from those who have developed their skills in a school setting, as well as those with experience in the education/charities sector.

For further information and to apply please visit [www.queenelizabeths.kent.sch.uk](http://www.queenelizabeths.kent.sch.uk) or telephone the school office. Please complete and return the School Application and Ethnicity Forms.

**Closing date: Midday, Friday 19th June  
Interviews: Thursday 25th June**

Abbey Place, Faversham, Kent ME13 7BQ  
Tel. 01795 533132  
1159 on roll (300 in sixth form)  
Headteacher: Amelia McIlroy

Queen Elizabeth's Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including DBS checks