

Salary Level 7 pro rata to term time only

The governors of St John's CE (A) Primary School wish to appoint a Senior Administration and Finance Officer on a fixed term contract, starting as soon as possible that serves the school and the community. The school has a need until 30th June 2019.

We are a good school (Safeguarding Ofsted Jan15 and Ofsted Jan18), and have happy staff and pupils. Our SIAMS Inspection in March 2015 rated the school outstanding.

The successful candidate should:

- * be competent in word processing and have good IT skills
- * have successful financial experience, preferably in a school setting
- * have a good standard of Literacy and Numeracy
- * have the ability to use own initiative but also to work as part of a team
- * be self-motivated, reliable and well organised
- * be committed to high expectations
- * be keen to develop professionally
- * have good communication skills
- * be competent to liaise with pupils, staff, parents/carers and outside agencies
- * be a highly motivated and hard working practitioner
- * be able to contribute to the continued development of the school by participating in the evaluation of office systems and procedures
- * have a sense of perspective and sense of humour
- * be trustworthy and have an understanding of the sensitivity and confidentiality of school finance
- * be supportive of the caring and Christian ethos of the school

In return we offer:

- * a positive staff team valued by the local community with excellent facilities
- * an excellent working environment which is stimulating and rewarding
- * help, support and professional development

Apply for an application pack via e-mail to office@stjohnscea.org.uk.

Closing date: 2nd April 2019

Interview date: 4th April 2019