

Finance Assistant Assistant



The Post

The Governors thank you for your interest in the post of Administrative Assistant at this school. The successful candidate will be expected to take up this post at the start of term in September.

Hours per year - 1170
Hours per week - 30 hours per week - 39 weeks per year
Daily Hours - Likely to be 8.30am to 3.30 with an hour for lunch

Requirements of the Post

The successful candidate will provide finance and administrative support to the School Business Manager and School Leadership Team. Applicants should state any special skills/ qualifications / experience when completing their letter of application.

We are looking for candidates who have strong accountancy skills, with an eye for detail and may have experience of working with the School Information Management System (SIMS).

Salary

Salary will be **pro rata** and in accordance with the Council Grading Schemes Scale 3 (£15,725- £16,830 for full time all year round - 1700 hours per year). This post has been evaluated by the council and has been set at the new scale D, more details will be available at interview.

Procedure and Appointment Timetable

The closing date for applications is 9th July 2010. Application form and further details from the the school (large SAE) or on the school website: oldwayschool.co.uk. Interviews will be held during the week commencing 12th July 2010. Experience has shown that we have a high volume of applicants for this type of vacancy and candidates who have not been contacted before this date should consider their application unsuccessful.

Oldway is committed to safeguarding and promoting the welfare of its pupils. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Enhanced Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.