

Kingsmoor Primary School, Bawdrip, Bridgwater, Somerset.

Tel: 01278 683371 Email: sch.210@educ.somerset.gov.uk

www.kingsmoorprimaryschool.co.uk

Headteacher: Mrs Joanne Warren

SCHOOL ADMIN/FINANCE ASSISTANT

20.25 hours per week across 3 days per week Monday Thursday and Friday (Additional Hours may be required where necessary)

Term time only 39 weeks to include INSET days

Grade 14 - £18,426 to £19,171 pro rata (pay award pending)

Start date: 3rd September 2020

Fixed term for 1 year until 31st August 2021

We are looking to appoint a highly organised, enthusiastic and efficient administrator to work under the direction of the School Business Manager to provide financial and administrative support to the school.

The successful applicant will have effective communication and interpersonal skills which are essential as well as reliability and confidentiality.

This is an exciting and varied role for someone who combines efficiency with a warm and welcoming approach, a good sense of humour, and has the capacity to remain calm and cope with the unexpected. The successful candidate will be able to demonstrate an ability to prioritise workloads, work under minimal supervision, remain professional when handling confidential material, have sound decision making skills, and will be confident in the use of Microsoft Office.

Minimum Educational requirements 5 GCSE at levels A-C to include Maths and English, plus a relevant Administration qualification or equivalent.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is offered on a Fixed Term basis until 31st August 2021 in the first instance.

For further information and a job description, please email sch.210@educ.somerset.gov.uk or ring to request for an application pack to Mrs L Williams, School Business Manager at the above address

Closing date: 12 noon Friday 24th July 2020