**Finance/Admin Officer (Grade 5)**

**Dates:** Apply by 7th July 2017 Position to start September 2017

**Salary Details:** Grade 5

**Contract type:** 37 hours per week over 5 days

**Contract term:** Permanent

We are looking to recruit an experienced and enthusiastic Finance/Admin Officer to work 37 hours per week in our busy school office.

Under the guidance of the Headteacher and The Trust you will be responsible for undertaking administrative, financial and organisational processes within the school.

Your main duties will include:-

* dealing with complex reception/visitor matters
* contributing to the planning, development and organisation of support service systems/procedures/policies
* organising school trips/events etc.
* supervising, training and developing staff as appropriate
* managing manual and computerised record/information systems
* analysing and evaluating data/information and produce reports/information/data as required
* typing and word-processing and complex IT based tasks
* providing personal, administrative and organisational support to the Governing Body
* administration of complex procedures
* completing and submitting complex forms, returns etc., including those to outside agencies.
* contributing to the administration of payroll systems by providing accurate and timely information

You will need:

* experience of general administrative duties
* experience of prioritising and managing tasks
* effective organisational skills and ability to work on your own initiative, and with colleagues
* strong communication and interpersonal skills
* effective use of ICT and other specialist equipment/resources
* to be qualified to Level 3 or equivalent qualification

The closing date for all applications is Friday 7th July 2017 at 4pm.

Visits to the school are welcomed and can be arranged by contacting the Headteacher Dan Wood on 01226 749164.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.