



Woodborough CE Primary School

Job vacancy title	Administrative and Finance Officer
Non-teaching/teaching role	Non-Teaching
Full school address including post code	Woodborough CE Primary School Broad Street Woodborough PEWSEY Wiltshire SN9 5PL
School telephone number (including area code)	01672 851305
School email address	head@woodborough.wilts.sch.uk
Number on roll	169
Salary	Grade dependent on experience
Hours	Full-time or part-time/job share - Term Time Only
Contract type	Permanent
Commencement date	ASAP
Advertisement closing date	4 th May
Interview date (if known)	As close to the closing date as possible.

Woodborough Church of England Primary School is a well-regarded village school with a very strong and caring Christian philosophy, a committed staff team, friendly, enthusiastic children and supportive Governors and parents.

We are seeking to appoint an enthusiastic and self-motivated Administrative and Finance Officer to work in our busy school office. You will be responsible for the effective provision of financial, administrative, reception, information and secretarial services to our school alongside our Administrative Assistant. You will manage your own workload under the broad direction of the Headteacher, Governing Body and Trust.

If you have:

- Previous experience of working in an educational establishment; (desirable but not essential)
- excellent administrative and ICT skills and the ability to multi-task;
- knowledge of sound financial practice and systems;
- effective communication skills, both orally and in writing;
- the ability to work with high levels of tact, confidentiality and discretion;
- a patient approach towards working with children and adults alike;
- the ability to work using your own initiative for this interesting but demanding post;
- a commitment to whole school improvement and supporting the school's Christian ethos.

Then we can offer:

- A school which is welcoming, extremely popular and in an attractive rural setting;

- opportunities for professional and personal development;
- a caring, experienced, hard-working team of professionals in a happy working environment;
- an effective and committed Governing Body;
- supportive and friendly parents;
- happy, well behaved pupils who are interested in learning and enjoy school.

We warmly invite you and strongly recommend that you visit our school.

Please apply by email to Sarah Brewis, the Headteacher on head@woodborough.wilts.sch.uk for further details, an application form, job description / person specification and to make appointments to visit.

Woodborough CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.