Woodborough CE (VA) Primary School

Job vancancy title	Finance and Administrative Officer
Non teaching/teaching role	Non Teaching
Full school address including post code	Woodborough CE (VA) Primary School Broad Street Woodborough PEWSEY Wiltshire SN9 5PL
School telephone number (including area code)	01672 851305
School email address	admin@woodborough.wilts.sch.uk
Number on roll	148
Salary	Grade G (Scale Points 22 – 25) 40 weeks pro rata
Hours	35 per week
Contract type	Permanent
Commencement date	4th January 2016 (ideally with handover period from 2nd November 2015.
Advertisement closing date	Wednesday 23rd September 2015
Interview date (if known)	Friday 25th September 2015

Woodborough Church of England Aided 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 Finance and Administrative Officer to manage our busy school office. You will be responsible for effective provision of financial, administrative, personnel, reception, information and secretarial services to our school. You will manage your own workload under the broad direction of the Headteacher and Governing Body.

If you have:

- Previous experience of working in an educational establishment;
- 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 commited 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 the Headteacher (head@woodborough.wilts.sch.uk) for further details, an application form, job description / person specification and to make appointments to visit.

Woodborough CE (VA) 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.