

POSITION VACANT – FINANCE AND ADMIN ASSISTANT

HOLY TRINITY CE (A) PRIMARY SCHOOL

www.holytrinity-cuckfield.w-sussex.sch.uk

Office Admin Assistant

- 3 FULL DAYS PER WEEK
8.30AM - 3.30PM
19.5 HOURS PER WEEK
(TERM-TIME ONLY)
- POSITION SUBJECT TO
HEALTH CHECK AND
REFERENCES
- POSITION SUBJECT TO
CRIMINAL RECORDS CHECK
(CRB/DBS)
- WORKING IN PARTNERSHIP
WITH WEST SUSSEX COUNTY
COUNCIL AND THE
CHICHESTER DIOCESE

WE ARE LOOKING FOR A RELIABLE, MOTIVATED AND EFFICIENT FINANCE AND OFFICE ADMINISTRATION ASSISTANT TO JOIN OUR FRIENDLY STAFF TEAM

This is an exciting opportunity for you to join our school office team.

The successful applicant will be an integral part of the team, providing front-line service and advice to parents/carers, as well undertaking key administrative duties and financial duties reporting to the Business Manager. This is a fixed Term one year contract with the possibility of an extension for the right candidate. Applicants will work closely with the whole staff team. A successful candidate would need to be Excel proficient and meticulous with handling data and numbers.

PLEASE ACCESS APPLICATION FORM AND DETAILS VIA THE SCHOOL WEBSITE

Applications to be submitted to Mrs. A. MacGregor
(Headteacher) **by Tuesday 4th September**
Interview date: **Thursday 13th September**
(interview, paper and computer task)

**Email applications ONLY please due to the office being
closed during the school holidays- Email :**
office@htprimary.co.uk

Start date: **Tuesday 18th September or as close to date as
possible**

Rates of Pay : WO4.14 to WO4.16 (£17,681 to £18,319 pro
rata term time only and pro rata number of hours)

Training and induction will be provided for the successful
candidate. Previous experience of working in office and
finance setting is desirable but not essential.

