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*'Being Better Every Day'*

July 2022

### **Administration and Finance Assistant**

Thank you for your enquiry regarding our vacancy.

We are seeking a candidate who is a capable administrator with excellent keyboard skills and a good command of the English language, as often you will be responsible for drafting letters and other communications on behalf of the school.

The school office is always a busy environment, especially at the start and end of the school day, so we are looking for someone who can complement our existing staff team and provide a warm & friendly welcome to pupils, their families, staff and other visitors to the school.

The workload is often varied and an ability to structure your day according to the school priorities is essential. We are seeking someone with a happy and patient disposition, who is able to manage their workload alongside the occasional visits to the office by pupils and staff throughout the day.

This post is term time only, plus Inset days and 5 days to be worked during school holiday periods. These additional 5 days can be planned in advance with the School Business Manager, to ensure that all deadlines and processes are completed in a timely fashion. The usual working hours are 8.30am to 4.15pm, Monday to Friday. There may be occasions when support is needed after school for parents' evenings and other events, for which overtime will be paid or time off in lieu agreed. Candidates applying should be willing and able to work occasional additional hours to support, according to the school's needs.

As we are advertising during a school holiday period, it is unfortunately not possible to invite candidates in for an informal tour of the school. However, if you do have any specific enquiries or questions, kindly email Mrs Susan Hubbard, School Business Manager [shubbard@auroraacademies.org](mailto:shubbard@auroraacademies.org) and we will respond towards the end of August prior to the closing date for applications of Friday 2<sup>nd</sup> September 2022 at midday.

When you complete the application form, please remember to include relevant information to support your application in Section 7 and it would be preferable if you can include a covering letter or email to support your application.

You may use the person specification to help guide the structure of the information you provide within Section 7.

The closing date is Friday 2<sup>nd</sup> September 2022 at 12 noon and applications may be emailed to [shubbard@auroraacademies.org](mailto:shubbard@auroraacademies.org). Shortlisting will take place during w/c 5<sup>th</sup> September and it is hoped to hold interviews during w/c 12<sup>th</sup> September 2022.

Thank you for your interest in our vacancy and we look forward to receiving your application.

With kind regards

**Mrs Susan Hubbard**  
**School Business Manager**

*KNOWLEDGE – EQUALITY – DETERMINATION – ACHIEVEMENT*

