Dear Candidate,

Thank you for your interest in our part time Finance Assistant, working 15 hours per week in our very successful before and after school childcare provision, Brunswick Buddies.

Brunswick Buddies was set up by the school and opened in September 2020 to offer breakfast club and after school childcare for our children who attend school each day. We also run clubs during the school holiday periods.

Since we opened, the club has gone from strength to strength and approximately 40 children attend beakfast club and 110 attend after school club each day.

The Finance Assistant role involves the day to day financial aspects of the club as well as communicating with parents on a daily basis either by phone or email and occasionally in person.

Financial aspects include processing and reconciling payments and childcare vouchers, providing invoices in respect of childcare vouchers, monitoring under and overpayments, club spaces and setting up new activities within Magic Booking (the club’s booking system).

Good IT skills, some financial experience and attention to detail are just some of the qualities we are looking for. Experience of using FMS or Magic Booking is desirable, but not essential as full training will be given.

The role is advertised for 15 hours per week (3 each day, Monday to Friday) for 52 weeks of the year. This is not a term time only role and will involve working during school holiday closure periods.

The closing date for applications is 12 noon on Friday 8th July 2022. Shortlisting will take place and interviews will be held the week beginning Monday 11th July 2022.

I look forward to receiving your application.

Yours sincerely,



Mrs Susan Thompson

Headteacher

**Brunswick 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.**