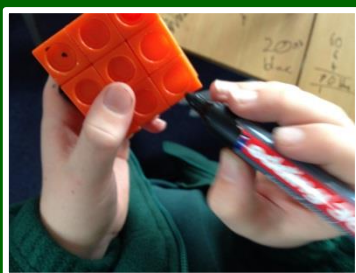




INSPIRE



MOTIVATE



ENRICH

Closing date:
Thursday 2nd June '22

Interview dates:
W/C 6th June '22

Stanford Junior School
is committed to
safeguarding and
promoting the welfare
of children and
young people and expects
all staff and volunteers
to share this commitment.

Stanford Junior School is seeking to appoint an Office Administrator/ Finance assistant

Role C. Part-time, term time (approx. 22.5 hours per week to be discussed). Starting date: June '22 (ideally).

Stanford Junior School is looking to appoint an office administrator/finance assistant to support the work of the school business manager.

Working under the direction of the school business manager, key tasks will include: *reception duties; maintaining school registers and monitoring absence (including leading on attendance matters); maintaining SIMs and the school's website-including pupil admissions on SIMS; finance assistant duties including - ordering, invoicing for school resources and maintaining school meals/visits on parent pay/petty cash accounts; providing financial support to the business manager; supporting the leadership team and teaching staff to ensure the smooth running of the school.*

Candidates will have excellent PR skills, at least 2 years' administration experience and possess a secure knowledge of Microsoft Word and Excel. A good working knowledge of SIMS, FMS and Parent-Pay is required for this post.

The successful candidate will: *be able to form strong relationships with the staff team; have a keen eye for detail; be able to multi-task; exercise initiative and work well under pressure; be flexible to the demands of the role; have strong telephone and communication skills; be able to maintain confidentiality.*

We can offer you...

a supportive senior leadership team ● opportunities to further your practice ● well-behaved, polite and ambitious children who are keen to learn ● an opportunity to join a talented and passionate staff team ● a committed governing body.

This is an exciting opportunity and we look forward to welcoming prospective applicants to our school.

Application packs available from:

The school office
Stanford Junior School
Stanford Road
Brighton BN1 5PR

Telephone: 01273 565570

office@stanfordjun.brighton-hove.sch.uk



www.jobs.brighton-hove.gov.uk