

Finance Officer / SBM Assistant

Location: John Perry Primary School, Charles Road, Dagenham, RM10 8UR

E-mail: HR@johnperry.bardaglea.org.uk

Required: As soon as possible

Salary: Scale 5 – starting on spinal point 22 (Actual salary - £17,881)

Hours: 30 hours per week (hours can be agreed) term time only

John Perry Primary School is on a journey of school improvement to Outstanding with improved pupil outcomes at the end of each Key Stage in 2018. As we complete our growth to 3 form entry across the school, we have further opportunities for the right individual to join our team.

The role:

- To provide administration and finance support to the School Business Manager and Head teacher and contribute to the smooth running of the school office.

What we are looking for:

- Experience in operating computerised financial systems.
- A strong administrator with experience of working in a school office environment
- Excellent numeracy, literacy and IT skills, with proficiency in MS Offices and databases
- Someone who is able to present a professional yet welcoming and friendly persona to visitors

To apply for this job please visit our website on <https://johnperryprimary.co.uk> for an application form and Job Specification.

Closing date: Monday 18th March 2019

.Interview date: Friday 22nd March 2019

John Perry Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.