

**MORNINGSIDE PRIMARY SCHOOL AND CHILDREN'S CENTRE, Chatham Place, London, E9 6LL**

## **Vacancy: Finance and Admin Assistant**

We are looking to recruit a self-motivated, approachable and organised individual to be part of our office team as a Finance & Admin Assistant to provide efficient and effective reception, administrative and clerical support. The successful applicant will be responsible for the management of the school's reception, the maintenance of various school databases for pupil and staff records, and the provision of administrative support to the setting.

Our new Finance and Admin Assistant will join a very committed and hard-working staff body who all want to ensure that every child fulfil their potential, both now and in the future. If you share this vision and are committed to helping provide the best possible learning environment for children, we would like to hear from you.

The successful candidate will:

- have administration experience, preferably in a school or education context
- have excellent IT skills, including Microsoft Office and Google drive
- work efficiently to tight deadlines
- have excellent literacy and numeracy skills
- be an effective communicator who is able to lead, multi-task and work as part of a team
- have experience using Arbor, FMS/Bromcom

**Grade:** Scale 5

**Salary:** £31,716 - £33,204 (£30,826 - £32,373 Pro Rata depending on experience)

**Working hours:** 37.5 hours per week across five days

**Working shift:** 10am- 6pm with a 30 minute break

**Working weeks:** Term Time Only Plus 2 weeks

**Contract status:** Permanent

The **closing date** for completed applications is **Wednesday 15<sup>th</sup> May at 12 noon**. **Shortlisting** will take place on **Wednesday 15<sup>th</sup> May 2024**.

Interviews will take place on **Friday 24<sup>th</sup> May 2024**. The **start date** for the successful candidate will be as **soon as possible**.

Morningside Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure with list checks.

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates who are selected for interview will be required to give details of any criminal convictions on their criminal self-record form and expected to disclose further information when requested.

School visits are welcome, for further details about this vacancy, please contact the school on 02089855382 or via [finance@morningside.hackney.sch.uk](mailto:finance@morningside.hackney.sch.uk).