Steeple Morden C of E Primary School
7 Hay Street, Steeple Morden, Royston, SG8 0PD
Tel: 01763 852474
Email: office@steeplemorden.cambs.sch.uk
Website: www.steeplemorden.cambs.sch.uk

Headteacher: Mrs Tracey How

Finance and HR Manager (Part time)18.75 hours a week(across 3 days not consecutive) term time Salary Scale 5 point 12-17 pro rata £26,421 - £28,282

Starting ASAP

We are looking for a highly organised person with excellent administration and communication skills to join our friendly village school team. The post encompasses all areas of managing school finance and the provision of HR working with our HR provider.

The successful candidate should be able to demonstrate:

- Previous administration experience in a school or finance environment.
- Good financial awareness or experience of any area of finance
- Decision-making skills and ability to work on own initiative and with discretion
- ICT skills and experience of learning and using various computer systems
- Excellent organisational skills to ensure deadlines are met

In addition to the core hours the individual will need to be flexible to work additional hours as required and occasionally will be required to work the odd day during the school holidays, to complete key duties.

If you are interested in this position, please see school website for further information and an application form. Applications should show clearly how you fulfil the essential/desirable aspects of the person specification with recent, relevant examples. Applications should be sent to Mrs Alisa Lopez-Adcock e-mail office@steeplemorden.cambs.sch.uk

Visits to the school are encouraged; please contact the office to make an appointment office@steeplemorden.cambs.sch.uk or telephone 01763 852474

We are committed to stringent safeguarding procedures and applicants will be subject to a full enhanced DBS check. Please note, references will be requested prior to interview. As an equal opportunities employer, we welcome applications from all members of the community.

Closing date for applications	Tuesday 5th December 2023
Interviews	Week commencing 11th December 2023
Start date	ASAP