



Roehampton Church School

245 Roehampton Lane

London SW15 4AA

02087888650

Email: info@roehampton.wandsworth.sch.uk

Website: www.roehampton.wandsworth.sch.uk

Advert: Part – Time – Admin and Finance Assistant

Part Time Admin and Finance Assistant required from 30th November 2020 for 14 Hrs per week — 39 Weeks per Year. (Happy to discuss flexible working pattern)

Scale 3 - Spinal column point 5 (Pro Rata - £7893.60)

We are seeking to appoint an enthusiastic, friendly and committed Admin and Finance Assistant to join our strong admin team. Experience of working within a school environment would be desirable.

Our children make excellent progress and we are consistently in the top few percent of schools whose children make most progress. We greatly value our diverse catchment and view this as a major contributor to the wonderfully vibrant and creative learning climate we aim to create for all. Good Maths and Literacy skills are required and further training and support will be provided for the right candidate.

If you think you fit the bill and would like to find out more we would love to hear from you. Do feel free to call the school for any further information or enquiries. Normally, we would love to show you around our school, but sadly, we are not allowed to due to government guidelines.

For further information and to apply please download an application and details from the Wandsworth Council website <https://jobs.wandsworth.gov.uk/> and return it to the school either by email, post or fax. Or for any further details please contact at the school on the telephone number below or email info@roehampton.wandsworth.sch.uk.

The ideal candidate should:

- Be a skilled listener and communicator
- Have a high degree of emotional intelligence
- Be pro-active in wanting to learn and develop themselves and their learning
- Be able to work on their own initiative and as part of a team
- Be committed to the efficient running of the school administration

The closing date for applications is noon on Wednesday 18th November 2020. Interviews will be held on Monday 23rd November 2020. If you have not heard from us by the close of business on Monday 23rd November 2020 then please assume you have been unsuccessful on this occasion.

The start date for this post is Monday 30th November 2020.

Roehampton Church School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

An enhanced DBS check is required.

CVs are not accepted.