



Henry Chadwick Community Primary School

School Lane, Hill Ridware, Rugeley WS15 3QN
Tel: 01543 490354



Greywood
Multi-Schools Trust

Website: www.henrychadwick.staffs.sch.uk
E-mail: office@henrychadwick.greywoodmst.co.uk

Finance Administrative Support

Grade 5 (scp 6-9)

Actual salary £9,318.74 - £9,888.75 p.a. (FTE £20,043 - £21,269)

Finance Administrative Support

We are seeking to appoint a finance administrative officer, who is motivated and able to use their own initiative. The post is for 20 hours per week, term time only. Working days and hours may be negotiable for the successful candidate. There may also be flexibility to work some of the hours from home. Experience of working with a finance system such as Access would be advantageous.

Hours:

Part time Permanent (20 hours per week) Monday to Friday negotiable

Term Time only, based on 38 weeks per year

Completed application forms should be returned electronically to
office@henrychadwick.greywoodmst.co.uk

The closing date for applications is **9am on Thursday, 26th May 2022.**

Interviews for shortlisted candidates will be held **during the afternoon of Monday, 6th June 2022.**

Further details of the post can be found on the school's website.

www.henrychadwick.staffs.sch.uk

Or for further information regarding the position please contact Karen Baker, Acting Chief Finance Officer of Greywood Multi Schools Trust kbaker@greywoodmst.co.uk

Visits to look around the school are welcomed – please call 01543 490354 and speak to Carole Jones, School Secretary, to make the necessary arrangements.

This School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Every day counts..... Every minute matters.....