



Lewknor Church of England Primary School

Part Time Finance Officer

Closing date:	Thursday 13 th July
Interview Date:	Monday 17 th July
Job Start Date:	Wednesday 6 th September 2017
Contract / Hours:	Permanent, Part-time
Salary Type:	Support Staff
Salary Details:	£23,398 - £25,951 p.a. FTE (£13.59 - £15.07 per hour). Grade 8 pt 26-29
Hours of Work:	22.5 hours per week. Term time only, days to be agreed
Location of Role:	Lewknor Church of England Primary School

Job/Person Summary

Permanent part-time Finance Officer required for September 2017 to join our dedicated team of staff in our caring village school.

Lewknor Church of England Primary School is a small, rural school based in the foothills of the Chilterns. We are looking for a well-organised and efficient Finance Officer to join our friendly team where the staff are like a family and the children are lovely too!

In this role you will provide essential support to the Headteacher and Governors to help ensure the school runs efficiently and effectively. The busy role will probably be based over three days a week from 8.30am-4.30pm but there is scope for flexibility to agree times that suit you. The variety in the job will keep you motivated and busy. There is never a dull moment.

Ideal candidates will:

- have a proven track record of effective financial and premises management;
- have an ability to work independently, prioritise and meet deadlines;
- be able to assist in setting and managing the budget;
- have experience of HR and facilities management;
- have an awareness of health and safety procedures.

We can offer:

- a commitment to your personal development;
- a supportive and friendly team;
- supportive parents and governors who value our work.

Please see our school website for the job description and person specification.

If you would like to visit the school before applying, call our office on 01844 351542 to arrange a suitable time.

Please complete the application form on the school website and email it to office.3184@lewknor.oxon.sch.uk or post a hard copy directly to the school. We can only accept applications on the application form.

The successful applicant must either provide a recent Oxfordshire County Council DBS check or provide the information we need to apply for one on their behalf.