



Brentfield Primary School

Children of Today Champions for Tomorrow

Finance Administrator

Scale 3, Point 5. Salary Range: £23,500 - £23,893, plus £2,175 London Weighting (Pro Rata)

33 hours per week (8.30am – 3.45pm). Term Time Only, plus one week 40 weeks of the year.

We are a vibrant and diverse community, putting learning at the heart of all that we do. We nurture children to prepare them for the opportunities and challenges of an unknown, yet exciting future.

We want to employ an experienced finance administrator to assist the finance officer with the smooth running of the school's finances. The candidate should be well organised, numerate and able to meet tight deadlines.

The successful candidate will have:

- Excellent written and spoken English and ability to compose correspondence and reports
 - Good interpersonal skills
 - Be able to work with minimum direction
 - Methodical and attentive to detail
 - To prioritise work schedules, good time management and work well under pressure
 - Be an innovative thinker, learner and problem solver
 - Be a positive role model
 - Be flexible and resilient
 - Have high expectations of yourself and others
 - Have excellent Microsoft office skills
 - Be a team player
 - Have the ability to develop relationships with staff, children and their families
- Be passionate about improving the life chances of pupils

We offer:

- Enthusiastic and engaged children who love to learn.
- A happy, caring school environment, where staff are committed, supportive and hardworking
- A dedicated and supportive leadership team
- An opportunity to work in an environment where all individuals are valued and success celebrated
- Commitment to staff wellbeing

We welcome and encourage visits to the school from prospective candidates. Please email Shantal Bradford at hr@brentfield.brent.sch.uk to arrange an appointment. Application packs are available on the school website. *Brentfield School is committed to safeguarding and promoting the welfare and safety of children.*

Closing date: **Friday 19th July 2024**