



Steeple Claydon School and Nursery

Meadoway, Steeple Claydon, Bucks. MK18 2PA
Email: office@steepleclaydon.bucks.sch.uk
Website: www.steepleclaydonschool.com
Tel: 01296 738132
Headteacher: Mrs Christine Richards

Vacancy: School Data and Finance Office Assistant

Salary – Bucks Pay Range 1B (£15,995 - £17,540 fte, dependent on experience)

Start date – March /April 2019

We are looking for a high-calibre individual to work in our busy school office supporting the administrative functions of the school. This is a great opportunity to join a friendly, hard-working team who support the school leadership in the efficient day-to-day running of the school. Working with staff, parents, visitors and pupils: no two days are ever the same!

Working hours - flexible between the hours of 10.00am and 3.30pm – term time only.

Working pattern – 10 to 20 hours a week as required by the school but must include Friday afternoons.

About the role:

- Managing the school's information and booking systems
- Inputting confidential and potentially sensitive pupil and staff data
- Producing school census and attendance reports
- Raising purchase orders, processing invoices and preparing monies for banking.
- Liaising with Bucks County Council, school staff and parents.

About the person:

- You should be able to follow direction, but will also need to work on your own initiative and with discretion.
- You will have a high degree of resilience and flexibility and be able to contribute to our school's positive ethos.
- Applicants will ideally have previous experience of working in a fast paced office environment and have up to date Word and Excel skills.
- Knowledge of SIMS and producing reports is desirable.

A full job description and application form are also available on the school's website or from the school office.

Applications will be accepted until Friday the 15th of February, with interviews held w/c 4th of March

The successful applicant will be required to submit two references and agree to a DBS check.

