



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 (£16,032 to £18,305 FTE, dependent on experience)

Closing date for applications – 28th of June 2019

Interview date – week commencing 15th of July 2019

Start date – 4th of September 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 pattern – 16 to 20 hours a week

- 16 hours Monday to Thursday 12.30 – 15.30, Friday 11.30-15.30
- or
- 20 hours Monday to Friday 11.30-15.30

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.
- Recording income and raising invoices to third parties.
- Front office

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 be numerically minded, 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.

Shortlisted applicants will be required to submit two references before interview, and agree to a DBS check.

Previously short listed applicants will be considered for this position and need not reapply.

Visits to the school are welcomed and encouraged in advance of application.

