

Fair Furlong Primary School
Vowell Close
Withywood
Bristol BS13 9HS
Tel: 0117 377 2181
Fair Furlong Website: www.fairfurlong.bristol.sch.uk
Headteacher: Sarah Andrews



FINANCE & ADMINISTRATION ASSISTANT

START DATE: AS SOON AS POSSIBLE
SALARY: BG8 £15,966 ACTUAL SALARY (£15.56 PER HOUR) FTE £30,023
HOURS: 22.5 HOURS PER WEEK, MONDAY - FRIDAY 08:30 – 13:00
CONTRACT: PERMANENT TERM TIME ONLY

CLOSING DATE FOR APPLICATIONS: Thursday 24th September at Midday
INTERVIEW DATE: Wednesday 30th September

Fair Furlong Primary School is a successful, two form entry school with a busy front office, serving an area of significant deprivation in South Bristol.

Our dedicated team of staff work very hard to ensure that all of our pupils are 'the best they can be' and ensure that we provide a secure, safe and nurturing learning environment where everyone is valued as an individual and supported to be happy, enthusiastic and inquisitive learners. Our recent Ofsted inspection judged the school to be good in all areas.

This is an opportunity to join our hardworking and friendly staff team who are committed to ensuring excellent progress and achievement for all our children.

We are looking to appoint an energetic, enthusiastic and committed person as a Finance and Administration Assistant to add to our experienced office team. The successful applicant will work alongside our School Business Manager, Office Manager and existing Admin team.

Please see attached Job Description for more information about the role and Person Specification for essential and desirable criteria.

We can offer you:

- a position in a school committed to improving outcomes and aspirations for all its pupils
- a commitment to continuous professional development opportunities
- a friendly and inclusive school community
- the opportunity to work alongside a welcoming, inspiring and committed team where people are valued and well-being is important.

Fair Furlong is committed to safeguarding our children, staff and families. Applicants will be subject to Safer Recruitment Practices and successful applicants will be required to apply for an enhanced DBS check and may be subject to online searches as part of our due diligence process. We welcome applications from candidates who reflect the diverse community that we serve.

Please contact our school office if you would like to arrange a visit or if you would like to discuss the post with the School Business Manager.

Closing Date: Thursday 24th September at midday. Please submit applications to fairfurlongp@bristol-schools.uk

Please use the application form attached. In the additional information section, please set out how you meet the Person Specification. This should be no more than 2 sides of A4 and printed in Arial Font Size 11.

Details of the interview process will be confirmed to candidates invited for interview. Interviews will take place on **Wednesday 30th September 2026.**