



**Administration and Finance Assistant, Durrington High School**  
**37 hours per week 8:30am and 4:30pm; 8:30am-4:00pm Friday**  
**Salary DMAT scp 6 £19,171 per annum all year round, term time only is also available - £17,216 p/a**  
**Required from March 2021**

Do you want to work with a successful and forward-thinking school and Trust who offers a variety of benefits to staff and whose core belief is that all children are entitled to an excellent education? We are looking for someone to join our amazing finance team. This is a brand-new role and a super opportunity for the right person. Within the role you will lead on all aspects of our lettings provision as we seek to grow community use of our site and increase income. If this could be you, read on, because we want to hear from you.

Are you a pro-active and hard-working individual with exceptional organisational skills, proficient in using Excel and accurate with figures? This is an exciting opportunity and if after reading the information you feel 'the match' is there and you would want to be a central member of an amazing school team who transform the life chances of young people we look forward to receiving your application. Previous applicants need not apply.

Durrington High School is part of Durrington Multi Academy Trust (DMAT) and is a large and oversubscribed school with 1650 students on roll in years 7 to 11. Within the Durrington Multi Academy Trust, we place high regard on recruiting and retaining excellent staff to ensure all students achieve beyond their best. Durrington High School has a sustained track record of improvement for over a decade and we want to continue getting better. We are proud of our school and are always relentless in our efforts to give our students the very best education they deserve.

A very experienced and successful leadership team ensures that the school is well-managed and staff are supported. We have an excellent record of retaining staff; due to strong relationships, and many development opportunities.

If you feel that you can bring something special to our school and Trust, we want to hear from you now! If you would like further information, please visit our website <http://www.durringtonhigh.w-sussex.sch.uk/wordpress/> <http://dmat.education/> or contact [agemel@durring.com](mailto:agemel@durring.com)

Closing date: 9am Tuesday 2<sup>nd</sup> February 2021

**Durrington Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.**