



MATRAVERS SCHOOL
Springfield Road
Westbury
Wiltshire
BA13 3QH

Business Assistant (HR and Finance)

Grade E - £17,302 pro rata (FTE £19,698)

37 hours per week, term-time plus five days (40 weeks)

Required: As soon as possible

Following an internal promotion we are looking for a proactive and organised Business Assistant (HR and Finance) to join the Matravers family. Whether you have the relevant experience or are a looking for a change in career, providing you have a real passion for your role and enjoy working in a busy environment with a broad range of responsibilities we would encourage you to apply.

Working as part of the Finance and HR team you will be supporting the school across a range of business areas. This role will suit someone who has good IT skills and is confident in quickly learning and adapting to effectively using and following new systems and processes.

At Matravers School we are committed to supporting you grow and develop as a professional. Whatever your experience, you will receive the excellent support of an extensive internal and external professional development programme. You will join a very successful, collaborative and committed staff team who will challenge and support you as you progress through your career.

Matravers School delivers a calm working atmosphere that enables our pupils to flourish in all that they do. We value traditional approaches blended with modern twists to provide fantastic opportunities for our pupils to succeed. Our highly skilled teachers and support staff focus on teaching and learning all day, every day, in close partnership with our excellent pastoral team. This helps us enhance the lives of our pupils.

Matravers School sits in the heart of Wiltshire in a delightful market town. Our extensive grounds provide exceptional opportunities for our community. Our site has welcomed over £10 million investment in it during the last few years providing world-class STEM facilities and a transformatory make-over of our other existing buildings.

We welcome visits and tours from prospective candidates. If you are interested in this post and would like to visit us please contact Mrs Kerry Boswell (Headteacher's P.A.) on headspa@matravers.wilts.sch.uk to arrange.

Completed application forms should be downloaded from www.matravers.wilts.sch.uk and returned to headspa@matravers.wilts.sch.uk

Closing date: 19th November 2021

Interviews: Shortly after closing date

Matravers School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.