



Finance Administrative Assistant

As part of the vision and anticipation of future growth within our Trust we are seeking an enthusiastic individual to join our team to support the financial administration within the Multi Academy Trust. This in turn supports all schools and ultimately the students and children that are taught within the schools.

This role is an addition to the current complement and is a positive step to ensure the team is sufficiently resourced to take on additional schools within the Trust and the trust supports any transition of schools into the centralised model that is offered.

The successful candidate will join a wider team that delivers both Finance and Human Resources functions that are based at The Royal Liberty School which currently serves Redden Court School, Sanders Draper, The Royal Liberty School and Rise Park Academies.

Reporting to the HR and Finance Team Leader, this role comes at an exciting time for the Trust as this centralised service is growing and developing. As the Trust grows there is likely to be potential for progression and development as the Trust believes in Success for All and continuing professional development and developing the skills and knowledge of our staff through a thorough appraisal system.

In return you will receive a salary at Scale 3 from point 5 to 6. You will have access to the Local Government Pension Scheme and instant access to the Schools Advisory Service that offers a range of wellbeing services that includes physiotherapy, weight management classes, counselling services, medical checks and many more.

The role is for 35 hours per week and 52 weeks per year, but this can be flexible based on recruiting the right candidate.

Success for all Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for a disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.

If you would like more information or to visit please contact Nicola Tracey at the Royal Liberty School on 01708 730141 or email ntracey@sfaet.co.uk

We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

For details on how to apply, please visit our website:

www.sfaet.co.uk or www.haveringschoolcareers.co.uk.

Closing date: Monday 6th June at 12pm.

Interviews: will take place on Thursday 16th June. Please ensure your availability on this day should you apply. There will be an interview plus IT and communication tests.