VALE OF EVESHAM SCHOOL
Learning For Life

Vale of Evesham School
Four Pools Lane, Evesham, WR11 1BN
e: enquiries@valeofeveshamschool.org
www.valeofeveshamschool.org
t: 01386 443367

Vacancy – Finance & Administration Assistant

Scale CLPT05-CLPT06 £19,312 - £19,698 (pro-rata =£16,115.56)

Full time, Fixed Term Contract until July 2022, 37hrs per week

Expected contract start date: ASAP

Vale of Evesham School is a Specialist School for Cognition and Learning. The school caters for pupils who have moderate, severe and profound learning difficulties. Approximately 50% of pupils have autism, including those with challenging behaviour. The school also has a residential provision for weekly boarders, which ensures that we offer a 24-hour curriculum for up to 15 pupils.

We are looking for a motivated, friendly, dedicated and well organised Finance and Administration Assistant to provide financial, administrative, and clerical support services for the school.

You will need to possess excellent numeracy skills, and be able to work with a high degree of accuracy and attention to detail. You will ideally have experience of working in a finance role, of handling cash and working with financial systems and processes. You will also need to be well motivated, and possess excellent communication skills with the ability to deal with visitors with tact, diplomacy, patience and an open and friendly attitude. A flexible approach and a willingness to undertake further training and a wide range of duties is also an essential quality for this post.

You will need to be computer literate with a good understanding of Word, Excel and Outlook. Experience of PS Financials, Arbor and of working in a school environment would also be an advantage.

Closing date for applications: Sunday 26th September 2021

Interview date: Week Commencing 27th September 2021

Please contact Kerry Liddle to request an application form:

kerry.liddle@valeofeveshamschool.org tel.: 01386 443367

Vale of Evesham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check, satisfactory references and pre-employment health screening.