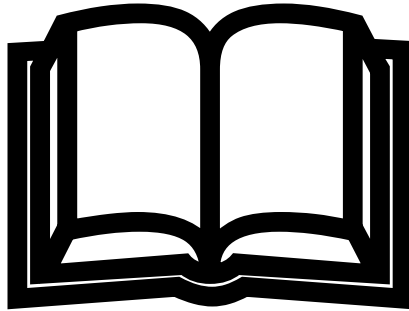


**CROSSHALL INFANT SCHOOL**  
**Academy Trust**



**'LEARNING FOR LIFE'**

**Finance Administrator**

**Information for Candidates**

# **CROSSHALL INFANT SCHOOL ACADEMY TRUST**

## **Finance Administrator**

### **THE VACANCY**

We are looking for an excellent, enthusiastic and committed person to join our hardworking and friendly team.

We are looking to appoint a Finance Administrator for 25 hours per week, as soon as possible. However, there is scope to increase the hours if desired.

Hours of work:

9.00am - 3.00pm Monday - Friday

Starting salary scale:

Grade 2 Point 4 £23,114 pro rata.

You will need good inter-personal skills to work alongside Office Staff, Senior Management and Governors and a background in finance with knowledge of accounting procedures and packages would be of benefit.

### **PERSONNEL SPECIFICATION / JOB DESCRIPTION**

See separate documents

### **THE APPLICATION**

The application form must be completed in full. Alongside the application form, **you need to include a letter of application**, which should be matched with the personnel specification attributes and include the reasons why you would like to work

at Crosshall Infant School Academy Trust. Potential applicants are encouraged to visit the school prior to application. Please contact the school office on 01480 475980.

## **LOCATION OF SCHOOL**

The school is located in Eaton Ford, an area within St. Neots, which is a small market town, situated next to the river and easily accessible to the A1.

## **ACCOMMODATION**

The school was opened in April 1974 and has grown and been extended on several occasions. It has open plan teaching areas. A hall is in the middle of the school which also doubles as a dining room. The finance office is located between the main school office and the hall.

There are twelve classes of up to 30 children, four in each year group (Reception, Year 1 and Year 2). We currently have 360 on roll in the main school. We also have a 78 place Nursery School and a Daycare Centre. The Daycare Centre provides before and after school care, holiday clubs and day care for three and four year olds.

## **MANAGEMENT AND STAFFING**

Crosshall Infant School is an Academy. The Academy Trust holds considerable responsibility for the running of the school. This includes overall responsibility for employing all the school staff and ownership of the buildings and grounds.

## **STAFF DEVELOPMENT AND SUPPORT**

The school is committed to the importance of staff development within the whole school framework. As such all staff set both group targets and personal targets to be achieved within the academic year. All staff keep a personal development file and a training record with the support of their line manager, and are involved in a detailed Performance Management programme. The applicant must be keen to develop new skills and take part in whole school training where appropriate.

## **CONDITIONS OF EMPLOYMENT**

The school undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sex or marital status, or by reason of race or nationality.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will need to share this commitment.

## **THE APPLICATION**

The application form must be completed in full. Alongside the application form, you need to include a letter of application, which should be matched with the personnel specification attributes and include the reasons why you would like to work at Crosshall Infant School Academy Trust.

Completed application forms should be returned either by post or online to:

Mrs. Rebecca Sawford,  
Headteacher,  
Crosshall Infant School Academy Trust,  
446 Great North Road,  
Eaton Ford,  
St. Neots,  
Cambridgeshire,  
PE19 7GG.

[info@crosshallinfant.co.uk](mailto:info@crosshallinfant.co.uk)

Please see the advert for submission and interview dates.

Short listed candidates will be invited for interview by a phone call with a follow up letter including all the details of the appointment process.