



LEECHPOOL PRIMARY SCHOOL

Leechpool Lane, Horsham, West Sussex, RH13 6AG

Finance and HR Administrator

Grade: NJC Grade 4 point 5-6 £24,790.00 - £25,183.00 pro rata

Approximately £11,544.62 - £11,727.63 per annum

Required from January 2025 - a capable and hardworking person with Financial and Human Resources experience or a keenness to learn.

The role involves the day-to-day support of the Human Resources and Financial aspects of the school and working within the administration team.

The post is part-time 20 hours a week for 39 weeks of the year in term time plus holiday entitlement of 5.8 weeks.- Hours of work are flexible and will be agreed.

Experience and good knowledge of IT and office systems is essential.

Full training will be given to successful applicant in all aspects of the work to be undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks and Disclosure and Barring Service clearance.

Only an application made on the correct form will be considered.

For further details please contact

sbm@leechpool.w-sussex.sch.uk or 01403 210233

Closing Date: 13 December 2024 by 12.00p.m. Interviews: TBC