



PARKLANDS
HIGH SCHOOL

Parklands High School : An Academy

Southport Road, Chorley, PR7 1LL

Co-Ed Comprehensive with 1123 students on roll. Tel: 01257 264596

www.parklandsacademy.co.uk

Email: admin@parklandsacademy.co.uk

Learn, Respect, Aspire, Achieve

Finance and Payroll Assistant

Full time, Monday to Friday, Term Time only plus 1 week

Grade 5, scale points 6-11 £20,734.48 - £22,544.73 (£23,893 - £25,979 FTE).

Required from September 2024

Parklands High School is looking to appoint a reliable, flexible and well-motivated individual to join our existing finance team as a Finance and Payroll Assistant. The main duties are to support the busy finance team in the provision of an accurate and efficient finance service including the submission of payroll information. You will use practical and procedural knowledge and analytical skills to interpret and submit information and solve problems.

Experience is preferred but training will be given, however good ICT and Mail Merge knowledge will be beneficial, and with this in mind if you are interested in joining our team, it is important that your application reflects how you meet the criteria of our job/person specification.

Hours of work are 08.15 to 16.30 Monday to Thursday, with a 45 minute lunch break, and 08.15 to 15.45 on Friday with a 30 minute lunch break

Parklands High School is a popular and high-achieving school located in extensive grounds close to Chorley town centre and the founding school in the recently formed Aspirational Futures Multi Academy Trust. It is easily accessed from across the region and is located just a few minutes' drive from the M6/M61/M65 motorways. Staff benefit from on-site parking, use of the well equipped school gym as well as employer paid healthcare and access to the Cycle to Work scheme.

For more information about the role please email Mrs L Eaton, Finance and Core Services Manager, via leaton@parklandsacademy.co.uk
Candidates should complete an electronic application form, available from the school website, along with a letter of no more than 2 sides of A4, in which you outline your experience and suitability for the position. Electronic applications should be returned to the email address admin@parklandsacademy.co.uk

Closing date for applications: 12 noon Friday 21st June 2024 with interviews to be held w/c 24 June 2024 (date to be confirmed)

Please note, applications will be reviewed in order of receipt and we reserve the right to withdraw this vacancy at any time.

We regret we are unable to contact individual applicants who may be unsuccessful.

Parklands High School is committed to safeguarding and promoting the welfare of its staff and pupils and expects those working at the School to share this commitment. Applications from ethnic minority candidates and other diverse groups are welcomed. The successful candidate will be required to undertake a criminal record check via the Disclosure and Barring Service as well as qualification and reference checks. Online checks will also be conducted on

shortlisted candidates Copies of our Recruitment and Selection policy are available from hr@aspirationalfutures.co.uk