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**Finance Assistant.**

This key position plays a vital role in the financial management of the school. We are looking for an enthusiastic and committed individual, whose background and experience would enable them to fill this busy and diverse role and who can start as soon as possible.

Working in a busy school office, the successful candidate will need to be highly organised, able to prioritise their own workload, and pay attention to detail. Excellent communication and IT skills are required. Experience of working in a school office environment is desirable, although not essential. Likewise, finance experience is desirable, but training is available.

Full details of the post can be downloaded from the school website. Alternatively please contact Diane Hibbert, Personnel Administrator for an application pack.

**Hours:** 37 hours per week, 40 weeks per year.

**Salary:** £18,505 to £20,655 (actual salary)

**Closing date:** Monday 6th June 2022 – 12 noon

**Interview date:** Thursday 9th June 2022

**Job start:** ASAP.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS clearance.

Chapel-en-le-Frith High School,

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