**Oak Lodge School, Heath View, London N2 0QY**

**Part-Time Finance Assistant Required**

**Salary range Scale 4 to Scale 11**: £**21,793 to £24,691 (pro-rata £10,356 to £11,733 - 20 hrs per week, term time only)**

The Trustees and Headteacher of Oak Lodge School wish to appoint a friendly, well-organised Finance Assistant to support the Finance Manager in the day to day running of the Finance function of this outstanding special educational needs school in the London Borough of Barnet. The successful applicant will have excellent interpersonal skills and numeracy skills and will also be expected to provide support in the school office.

The post is 20 hours a week during term time only. An ability to prioritise your own workload is essential and experience of working in a school environment would be an advantage.

Oak Lodge School is part of Barnet Special Education Trust and we envisage opportunities for career development in line with the expansion and development of the Trust.

Oak Lodge School is committed to safeguarding and promoting the welfare of children and to equality and diversity in all aspects of employment. The successful candidate will be required to undergo an enhanced criminal records check.

For further information and to apply for this position please complete the application form which can be found on the school website:

[Oak Lodge School, Barnet: Vacancies](https://www.oaklodgeschool.org/Contact%20Content/Vacancies.php)

Closing date for applications: Friday 23rd April 2021

Interviews will be held: Wednesday 28th April 2021