



## **FINANCE and HR OFFICER VACANCY**

**Location:** John Perry Primary School, Charles Road, Dagenham, RM10 8UR  
**E-mail:** HR@johnperry.bardaglea.org.uk

**Required:** September 2024  
**Salary:** Scale 6, Spinal point 18–20 (dependent on experience)  
(FTE annual salary £32,925 – £33,957 & Pro rata approx. £29,091 - £30,003)  
**Hours:** 35 hours per week (07.30 am to 4.30 pm – to be agreed) term time only

John Perry Primary School is a 'Good' 3-form entry school, on a journey of school improvement to Outstanding with improved pupil outcomes at the end of each Key Stage.

We are looking for an experienced Finance and HR Officer to take on the responsibility of the day to day financial & HR administration of our school. This is an exciting opportunity for a committed professional looking to develop their career in a rewarding new role.

The successful candidate should have excellent organisational and communication skills as well as the ability to work efficiently on their own and effectively as part of team.

### **Your role:**

- To provide Finance and HR administration support to the School Business Manager and Head teacher and contribute to the smooth running of the school office.

### **What we are looking for:**

- Demonstrable working knowledge of the principles and methods of financial control, reporting and the financial software and systems required to achieve this.
- Proven track record in financial, business and administrative experience
- Experience in operating computerised financial systems.
- A strong administrator with experience of working in a school office environment
- Excellent numeracy, literacy and IT skills, with proficiency in MS Office and databases
- Excellent verbal and written communication skills with a friendly nature

To apply for this job, please visit our website on <https://johnperryprimary.co.uk> and download an application form, Job Description and Person Specification.

**Closing date: Monday 1<sup>st</sup> July 2024 at 12 noon**

**Shortlisting: Monday 1<sup>st</sup> July 2024**

**Interview date: Wednesday 3<sup>rd</sup> July 2024**

**Please submit your completed application form to: [HR@johnperry.bardaglea.org.uk](mailto:HR@johnperry.bardaglea.org.uk)**

Should you have any queries or would like to arrange to visit our school, please email Mai-Anh Dien, School Business Manager, at [madien@johnperry.bardaglea.org.uk](mailto:madien@johnperry.bardaglea.org.uk).

*This role will involve contact with, and responsibility for, children and will amount to 'regulated activity'.*

*The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The school may carry out online searches on shortlisted applicants. Appointments are also subject to satisfactory references/medical clearance/DBS and social media checks.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Criminal Records Bureau Disclosure at Enhanced level, will be undertaken on all applicants. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview in order to assess their suitability to work with children."*

*John Perry Primary School is an equal opportunities employer.*