

Foxton Primary School
11 Hardman Road
Foxton
Cambridge
CB22 6RN



Tel: 01223 712447
Fax: 01223 712078
Email: office@foxton.cambs.sch.uk
Website: www.foxtonprimary.co.uk
twitter: @foxton_primary

Interim Headteacher: Stephen Atkinson

Vacancy for Finance Officer (Part Time)

Hours of work: 12 per week (term time only, with additional hours during the holidays as agreed by the Headteacher).

Salary: Scale 12 – 17 £26,421 - £28,770 (Pro rata) (depending on experience)

Foxton is a small rural school in a friendly close community with a supportive team of staff and governors.

We are looking for a friendly, flexible team player who has great IT skills and is highly organised. This can be office based or possible hybrid

The successful candidate must:

- Have finance experience (preferably in education, but training will be given)
- Have a welcoming manner, be friendly and approachable
- Have respect for confidentiality
- Have good ICT and numerical skills
- Have excellent communication and organisational skills
- Be flexible with the ability to work under pressure and manage time effectively

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this firm commitment. The successful candidate will be subject to an Enhanced DBS and medical questionnaire.

Visits to the school are most welcome. Please telephone our Office Manager, Anita Armitage on 01223 712447 for an appointment or email office@foxton.cambs.sch.uk. The application pack can be downloaded from our school website at www.foxtonprimary.co.uk under 'current vacancies'

Closing date for applications is: Wednesday 8th May 2024

Interviews will take place on: Thursday 16th / Friday 17th May 2024