



Petersfield Church of England Aided Primary School
Hurdleditch Road, Orwell, Nr Royston, SG8 5QG

Tel: 01223 207382

E-mail: office@petersfield.cambs.sch.uk

As we prepare for the retirement of our long serving Finance Secretary, we require an enthusiastic and diligent person to join our office team as **Finance Secretary and Clerk to Governors**.

The **Finance Secretary** will provide an effective administrative service in school with specific responsibility for assisting the Headteacher in the preparation and monitoring of the school's budgetary provision to ensure proper accounting of the school finances.

The **Clerk to Governors** will minute take at the five evening full Governing Body meetings annually, whilst undertaking other administrative tasks within office hours in order to ensure the smooth running of the governing body.

Salary to be paid on the Pay Spine for Professional, Administrative and Clerical Job Family: Scale 1 from £8.36 to Scale 3 £9.21 per hour depending on qualifications & experience

Part time: 12 hours per week

Start Date: as soon as possible

We are looking for someone who:

- is caring, patient and enthusiastic, with good communication skills
- has high expectations.
- is skilled in ICT use
- demonstrates attention to detail and accurate record keeping skills.

We can offer:

- Happy, enthusiastic, keen and well behaved pupils.
- Term time working (though we require several days work during the school holidays annually to complete month and year end procedures in August and where the end of the financial year coincides with the Easter holidays).
- A friendly school community with a distinctive ethos.
- A redecorated and rejuvenated learning environment.
- A supportive school Senior Leadership team where effort, encouragement and excellence are celebrated and where professional development opportunities are provided.

If you are a dedicated and skilled administrator, please contact Mrs Helen Sutton, our School secretary on 01223 207382 or email office@petersfield.cambs.sch.uk to arrange a visit and application pack. Visits are strongly encouraged and welcomed.

Closing date for applications: noon, Friday 23rd March 2018.

Provisional Interview date: Tuesday 27th March 2018.

We actively promote equality of opportunity in employment to reflect the communities we serve. All disabled applicants who meet the essential criteria will be offered an interview. This school is committed to safeguarding including the Prevent agenda and promoting the welfare of children and young people and expects all staff and volunteers to share this. Giving false information is an offence and could result in the application being rejected and referred to the police. Any appointment made will be subject to an Enhanced DBS check, right to work in the UK and qualifications check, satisfactory references and medical clearance. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.