

School Finance and Administrative Officer (Primary)

37 hours per week

Term Time Only

Start Date: September/October 2024

Grade: 5 £21,968- £24,4054 (FTE)

£18,955-£20,754 (Pro Rata)



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

Administration Officer

Wistaston Academy is looking to appoint a well-organised, highly motivated and enthusiastic professional to the role of School Finance Office Administrator.

Main responsibilities:

1. Maintain and operate the school's MIS, Finance and HR systems
2. Have a financial overview of the school's before and after school club.
3. Pupil Admission, Leavers and 'in year' Starters.
4. Assessment, Data and Census Returns

Essential skills:

1. Experience working in a busy school office
2. Excellent knowledge of ICT including Microsoft Outlook, Word and Excel

Personal Attributes:

1. Has the ability to establish and maintain effective working relationships
2. Has the ability to work under pressure, role model resilience and ensure that deadlines are met
3. Has the ability to work independently, as well as in a team
4. Holds the commitment to fulfilling the school's strategic intentions and sustaining excellence
5. Upholds the highest standards of confidentiality

Wistaston Academy application forms must be used for your application - they are **available to download at www.wistastonacademytrust.co.uk** - under Vacancies, along with information on completing the form and information about our School.

Please email completed application forms to recruitment@wistastonacademytrust.co.uk

As a school we are committed to safeguarding and promoting the welfare of our children.

All appointments are subject to satisfactory references and an enhanced DBS check.

New staff at our Academy will be subject to a probation period of 6 months. Employment will be confirmed following the successful completion of the probation period.

Closing Date: 09.00 am on Friday 20th September 2024

We look forward to receiving your application