

Finance and Office Manager

St Peter & St Paul CE Primary School, Eye, part of the All Saints Schools Trust

Grade 3 £17,173 - £18,672 (pro rata)

32.5 hours per week - 40 weeks per year

Job share will be considered for the right applicant.

Permanent position

We have an exciting opportunity for a well organised and committed individual to manage our friendly office team as Finance and Office Manager, reporting directly to the Head Teacher.

The person we are looking for will have:

- experience of using financial systems, including processing invoices
- excellent organisational and communication skills
- the ability to use their own initiative, and to be flexible and enthusiastic
- experience of working in a busy office environment
- good English and mathematics skills
- good experience of standard computing packages
- experience of dealing with external agencies and stakeholders

We can offer:

- a friendly, supportive working environment
- access to professional development opportunities
- supportive staff, parents and governors.

To obtain an application pack, please email: support.recruitment@eyeprimarysuffolk.org

Closing date: Friday, 7th. December at 10 a.m.

Interview date: Tuesday 11th December