Job Advert

Administrative Assistant – Finance

Rush Green Primary School

Permanent

Scale 5 – (Spinal Points 12-15)

Salary - £30,033 - £31,440 PA (£25,817 - £27,026 PA Pro Rata) Subject to April 24 Pay Review

35 hours per week.

Term-time plus 10 Days

Rush Green Primary School are looking for an enthusiastic, organised and self-motivated Administrative Assistant – Finance, to work closely with the School Bursar and other administrative staff. The job entails having daily contact with staff, children, parents, the borough and other internal and external parties, and will be expected to perform their duties to a high standard.

The successful candidate should be First-Aid Trained, have good working knowledge of Arbor (RM) Finance/Integris, Parent Mail, Parent Pay, Microsoft office (especially excel), be IT proficient and have good communication skills.

We are a school that is committed to safeguarding and promoting the welfare of children and young children. We expect all staff to share this commitment and undergo appropriate checks, including Enhanced DBS and Social Media checks. Rush Green Primary School supports Equal Opportunities Employment.

Please contact Claire Hosier, Office Manager/HR Admin 020 8270 4940 (Option 4), [chosier@rushgreen.bardaglea.org.uk](mailto:chosier@rushgreen.bardaglea.org.uk) for an Application Form

Closing date: Friday 10th May 2024 (early applications are welcome)

Interviews: To be held week commencing 20th May 2024