



### **Vacancy:**

<b>Employer</b>	Howard Primary School
<b>Location</b>	Croydon
<b>Job title</b>	Finance Officer
<b>Salary</b>	Scale point 8-10
<b>Contract Type</b>	Permanent – Part Time
<b>Application Closing date</b>	Friday 10 <sup>th</sup> January 2020
<b>Interview date(s)</b>	Monday 13 <sup>th</sup> January 2020
<b>Starting date</b>	As soon as possible

### **School finance officer:**

Howard Primary School wishes to appoint a finance officer to join our dedicated and friendly team. In addition to the successful candidate's main duties, the school may require other general administrative duties to be undertaken from time to time within the school office. The successful candidate will also be expected to directly support the Head Teacher and the Governing Body. The post is for 13.5 hours per week. The successful candidate will be expected to work term time only, plus an additional week during the summer holiday (40 weeks per year).

The Howard School office is a busy place which will require the successful candidate to provide an excellent level of administrative service in a busy and demanding environment. They will liaise directly with parents, children, staff and outside agencies, therefore an excellent standard of written and spoken English is essential.

Please read the attached job description for full details relating to this role and responsibilities.

All prospective candidates are welcome and encouraged to visit our school - please telephone the Office Manager, Sue Carter, on 020 8688 4216 to arrange a visit.

Howard Primary School is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced disclosure (DBS) plus verification of the right to work in the UK. Howard Primary School is also committed to the positive promotion of equal opportunities for all.

If you are a capable, dynamic and self-motivated person who wants to work as part of an excellent school admin team then we would very much like to hear from you.

You can find all the necessary application forms on the vacancies page of our website <https://www.howard.croydon.sch.uk/>.

**Please return application forms by email to:** [suecarter@howard.croydon.sch.uk](mailto:suecarter@howard.croydon.sch.uk)

**Please address applications by post to:**

Sue Carter  
 Howard Primary School  
 Dering Place  
 Croydon CR0 1DT