



Finance Administrative Assistant

Grade B1 (points 13-17) Salary £17,391 - £18,672 pro-rata per annum

15 Hours Per Week Term time only, plus 4 weeks (with flexibility to increase to 20 hours)

Temporary, initially for 6 months with the potential for extension

Wetherby High School is a forward thinking school in North East Leeds that has made significant progress over recent years in improving outcomes for pupils and colleagues. Providing an inclusive and caring environment, we take pride in knowing our children well and in providing substantial support to both pupils and colleagues to enable effective teaching and learning.

To enhance our busy support teams, we are now seeking an administrative assistant, on a temporary basis, primarily to support our finance function. The ideal candidate, must be able to work in a fast moving environment, have an excellent eye for detail, a team player and most importantly have the passion to help our children to progress and develop.

The successful candidate will have Maths and English GCSE A-C, excellent IT skills with the ability to utilise the full range of Microsoft applications and ideally be able to use Leeds Financial Management System (FMS). Well-developed organisational and communication skills are essential and a good understanding of school systems and procedures would be preferable.

The post holder will be expected to undertake a wide range of duties including: - raising orders and processing invoices on the FMS system, dealing with a variety of cash transactions, maintaining financial records, mailshots and other key documentation for parents/carers; assisting in the co-ordination and delivery of school projects.

This is therefore an excellent opportunity for an individual, ideally with experience of working in a busy school office, who is looking to work on a part-time basis.

If you would like to receive further information, please download an application form. Alternatively please contact Mrs Joanne Vandembrielle at Wetherby High School, Hallfield Lane, Wetherby, LS22 6JS. Email jvandenbrielle@wetherbyhigh.co.uk – Tel: 01937 522500.

Please return completed applications to the school via email to: jvandenbrielle@wetherbyhigh.co.uk

The closing date for completed applications is: 12 noon on Wednesday 11th July 2018

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. All successful applications will be subject to an Enhanced Criminal Reference Bureau check and satisfactory references.

We promote diversity and want a workforce which reflects the population of Leeds.