



Finance Assistant

BG-16-14 £20,680 - £24,121 pro rata, per annum. Actual salary £17,173 - £20,031 per annum including London Weighting and Holiday Entitlement

Monday to Friday, 8.45am to 4.45pm (4.15pm on Friday), term time only

To commence as soon as possible

We are looking to appoint a Finance Assistant to provide clerical/administrative & financial support within the Finance & Personnel Team.

The successful candidate will assist with all administration associated with trips and visits, communicating with parents as required. They will also be the first point of contact for students visiting the department and will assist with their queries. General administration and finance support will be undertaken as directed.

You will need to demonstrate the utmost integrity and have a positive, warm personality.

Previous experience of working in a busy administration/office environment is essential. Previous experience of working in a school/learning environment is desirable. We believe in setting the highest standards in all areas of school life and are looking for a dedicated and purposeful individual who wants to be part of and enhance our strong team.

Easthampstead Park Community School is a co-educational, community comprehensive serving Bracknell South. As a school we strive to give our students every opportunity to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect and pride in themselves, their school and their community.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. We have a friendly and supportive staff who enjoy working with a student body that fully reflects our community. There is a strong sense that the school is moving forward and we believe that this is an exciting time to join us. Easthampstead Park Community School values diversity and promotes equality.

Our vision is to deliver a school judged as outstanding, that lives up to its values and beliefs. Our sense of community is built around the quality of relationships between staff, students and parents with the emphasis on respect and pride.

Online applications can be completed via the Bracknell Forest Council link from the school website <http://www.epschool.org/content/vacancies>. Should you require any further information, please telephone our School Business Manager on 01344 390835 or email recruitment@epschool.org.

Closing: 9am on Friday 30 September 2022

Interviews to take place: Week commencing 3 October 2022

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.

