



## **Finance & Administration Assistant**

Start Date: W/C Monday 4<sup>th</sup> July 2022 (or earlier)

Salary Grade 4 (Pro rata £16,220 - £17,557 / 37hpw / 44.5wks - Term Time Only)

Here at Penn Fields School, we believe that every moment is a learning opportunity and that every moment matters. Penn Fields is a school that enables students to access and achieve not only qualification based outcomes, but also the skills needed to prepare for adulthood. Our aim is for our students to leave Penn Fields School, being the best possible version of themselves equipped with the tools needed to be a positive member of society and to continue their learning for life.

We are an all age 5-19 school special school catering for 195 pupils with a diverse range of learning needs. We are a PFI/BSF School with exceptional facilities. We continually strive to further enhance our curriculum with exceptionally well trained staff and the best possible learning resources available to ensure all our students reach their full potential.

The Headteacher and Governors wish to appoint, an enthusiastic and dedicated finance Assistant. This is an exciting opportunity to join a growing central services team, have an impact and to be part of the exciting developments the school are making. You will need to be reliable, committed and have experience. You should also be caring, trustworthy and an excellent role model for our students with clear motivation to work in a school that seeks to be the best that it can be, amongst staff, students, parents and governors who are all dedicated to learning and continual improvement.

Penn Fields School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to Enhanced Disclosure and Barring Service check.

If you would like to visit the school, please e mail [office@pennfields.com](mailto:office@pennfields.com) or call on 01902 558 640

### **How to apply:**

Download an application form from the school website [www.pennfields.com](http://www.pennfields.com)

Closing Date: Wednesday 25<sup>th</sup> May 2022 at 12:00 noon

Interviews W/C Monday 6<sup>th</sup> June 2022