**Primary First Aider and Administrative Assistant**

**30 hours per week, term time only plus one week**

**Grade 3 £18,426 – 19,554 FTE (£12,907 - £13,697 Actual)**

**Start date as soon as possible**

Finham Park School is the Lead School in the established Finham Park Multi Academy Trust. Primary and secondary schools in Finham Park MAT will set out to pioneer, innovate and deliver a “World Class” education for all.

Finham Park School was judged as ‘Outstanding’ in all areas by Ofsted in 2015, for the second time. It is a Specialist College in Mathematics, Science, Technology and Engineering, a National Support School, and Leading Edge School. It is highly over-subscribed with a growing Sixth Form of over 350 students. We have recently been re-accredited as a World Class School in July 2018 – endorsing that Finham Park School is a place where all our students develop a love of “learning for life” and contribute on both the national and international stages.

The Governors are seeking to appoint a Primary First Aider in school, which will include the daily support of those students with medical conditions. Your other key areas of work will involve the co-ordination of the medical room and admin support. The successful candidate will organise and manage an efficient and effective administration role, ensuring a ‘customer’ focus is paramount. You will have excellent communication and organisational skills and will provide effective administrative support to all areas of the school.

Completed application forms should be returned to apply@finhampark.co.uk .

Closing date: Monday 14th October 2019 at 12pm

Interview date: Friday 18th October 2019

***Finham Park is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***