



Finance Assistant

Scale 4, Spine points 7-10 £29,412 - £30,771 All year round

We are looking for a Finance assistant to join the WCL Federation. Our federation vision is to create an excellent and inclusive school community where children thrive and strive to become the best version of themselves. Staff and governors are united in their passion and commitment to ensuring our pupils are given the opportunities, motivation and direction they need in order to succeed. Our pupils are happy and confident young people, who are proud of their achievements and want to excel.

The WCL Federation is a diverse and vibrant community; we benefit from a rich variety of cultures and traditions. The federation is made up of Woodmansterne School & Sixth Form and Crown Lane Primary School. As a new federation, we are looking to extend our team and employ exceptional staff who share our values and determination to ensure that WCL pupils receive an excellent, inclusive education.

We are looking for an excellent Finance Assistant with:

- experience of working in a busy school office environment as part of an administrative team;
- very high expectations of what can be achieved;
- ability to undertake a wide range of administrative tasks including word processing, filing and cash management;
- ability to maintain accurate records and filing systems;
- ability to work constructively as part of a team, understanding school roles and responsibilities including own;
- verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils, and suppliers/contractors;
- experience of following direction and working in collaboration with colleagues, parents, pupils and the school community;
- strong interpersonal skills;
- a creative and innovative approach to school improvement;

The successful applicant will work across both schools, so the ability to move between sites is essential.

Our strong and experienced leadership team are committed to providing an exceptional and enriching education for all our young people.

Closing date: **9am, Friday 1st December**

Interviews: **Week Commencing 4th December**

To start: **As soon as possible**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

You can find out more about this post and our schools by visiting our websites www.woodmansterne.london and www.crownlane.lambeth.sch.uk where you will find our applicant pack and additional, essential information about our schools.

Please email your application to: recruitment@woodmansterne.london.

The WCL Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers or external agencies to share this commitment. Successful candidates will be asked to apply for an Enhanced Disclosure and Barring Service check. Further information can be found at www.gov.uk. The WCL Federation is an equal opportunities employer and particularly encourages applications from Black, Asian and Minority Ethnic candidates, as these groups are underrepresented throughout the education system nationally.