



Finance Assistant Vacancy

Mulgrave Primary School is a Good school with a dynamic curriculum. Our children are ambitious learners with excellent attitudes to learning.

We are looking, friendly, caring and efficient person working with our busy administrative team.

This role would suit a self-motivated, hard-working individual who has:

- Considerable School Office and Administration experience
- A good knowledge SIMS and FMS
- Finance experience
- Excellent interpersonal skills with proven success in dealing courteously, professionally and tactfully with different people in a variety of circumstances
- Patience, determination, and persistence
- A positive commitment to the vision and values of our school, including safeguarding and serving the needs of the children at all times

Salary: Scale 5 Point 12-15 (Pro-rata Salary from £21,811.73)

Contract type: Permanent; 35 hours per week, 39 weeks per year

Closing date for applications: Thursday 2nd December 2021

Interviews: Monday 13th December 2021

Start date: December 2021

For more information regarding this role please contact

recruitment@mulgrave.greenwich.sch.uk.

The application pack, job description & personal specification can be downloaded from the school website www.mulgraveprimary.org.uk

Completed applications should be emailed to

recruitment@mulgrave.greenwich.sch.uk

Mulgrave Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates will need to undertake an enhanced Disclosure check from other countries, where appropriate.

All appointments are subject to references and an enhanced DBS disclosure