

**Finance/ Admin Assistant**

**Salary Scale**: Grade 3 - £19,623

**Hours**: Monday – Friday 8.30am – 5pm (Term time plus, Inset days)

We are currently seeking an enthusiastic and experienced Finance/Admin Officer. Park Hill Junior School is a popular three form entry school, situated in a central area of Croydon.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer. This post is subject to a satisfactory Enhanced DBS check and references.

We are looking for a Finance / Administration Officer who has:

* Creativity, flexibility and innovation
* A high level of personal organisation
* An ability to manage finance using our PSF Financial & SIMS package
* A team player who has a good sense of humour and enjoys working as part of a small team

We can offer:

* A friendly, highly motivated and dedicated team committed to raising standards in all areas of school life
* A supportive and encouraging Local Advisory Board
* A commitment to continued professional development

Application forms are available from [www.croydon.gov.uk](http://www.croydon.gov.uk)/jobs or [www.phjs.co.uk](http://www.phjs.co.uk) and should be returned;

By post to: Park Hill Junior School, Stanhope Road, Croydon, Surrey CR0 5NS for the attention of Mrs Claire Gillick or by email to: hr@parkhill-jun.croydon.sch.uk

Closing date: 8th December 2017 (12pm)

Interviews: 12th December 2017

Starting Date: 3rd January 2018

