



JOB VACANCY

Finance Assistant

Full time (hours 8.30am – 5.30pm), all year round (not Term Time only)

Salary: Depending on experience and qualifications

We are currently recruiting for a full-time Finance Assistant. This person is a crucial member of the school's support team, providing outstanding customer service to parents, pupils, colleagues and the general public. It is paramount that the successful candidate has a friendly and professional approach when dealing face to face, by email or on the telephone, can be innovative, hardworking and a team player.

Previous experience of working in a financial department is essential, as is a willingness to be flexible within a small team.

Closing date for applications is 27th October 2021

Interviews to be held soon after the closing date.

For more details, please contact Pip Hall, HR Manager on 01568 782000

p.hall@luctonschool.org

Lucton School are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.