



Administrative Assistant (Finance)

Salary – B Grade - £18,887 to £19,208 per annum (pay award pending)

37 hours per week, 52 weeks per year

(Requests for flexibility will be considered)

Benefits include 24 days' annual leave plus bank holidays, and Local Government Pension Scheme

Park Community School offers a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

We are recruiting an Administrative Assistant to join our Finance team working within the admin office of the school. Reporting to the Finance Manager, this varied role will support the wider finance team with administrative and finance tasks, including accounting and banking.

The role will also include other school activities in order to support students, for example, break duties, reading with students and supporting exams.

The ideal candidate will have experience of working in a busy office, and proficiency in Microsoft Windows packages, especially Excel spreadsheets. We are looking for an enthusiastic, self-motivated person with a flexible approach, good communication and organisational skills and a high level of attention to detail.

We can support you in achieving an AAT qualification or continuing your studies if you are already working towards this.

To apply for this position, please download an application form from www.pcs.hants.sch.uk/employment.php. We look forward to hearing from you.

Closing date: 7th November 2022
Interview Date: To be arranged.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.