

**Seal CEP School**

**Finance and Admin Assistant**

We are seeking to appoint a friendly, professional, efficient and reliable person to join the team in our busy school office. This post will suit somebody with proven administrative and finance experience, who works well in a busy environment, enjoys finding solutions and who is willing to work as part of a team as well as independently, ensuring there is a smooth transfer of information with other members of staff.

The successful candidate will be able to multi task, have the ability to keep calm under pressure and to meet deadlines. Experience of working in a school office and knowledge of SIMS and FMS is essential; you will need excellent IT skills and good initiative. You will need to have enthusiasm for learning new skills and will need to be flexible, adaptable and have a good sense of humour.

**Essential qualities**

* Excellent communication skills with both adults and children
* Experience of working in a school office
* Experience of FMS / SIMS / school comms
* Excellent IT skills
* Be adaptable and work well under pressure
* Be able to prioritise efficiently and work to deadlines
* Have the ability to deal with issues sensitively and confidentially

**General Duties**

* Provide effective administration, finance and secretarial support to the Headteacher and staff
* Be fully aware of, and follow, all school policies and procedures to ensure compliance
* Process orders, invoices and payments using FMS
* Being responsible for administration of finance duties, ie filing,
* Maintain reception, answer the telephone and deal with enquiries as appropriate
* Provide a professional and friendly first point of contact for pupils, parents and visitors
* Tend to pupils sent to the office during teaching hours and administer first aid as required, training will be given
* Update and maintain the SIMs database

Working hours, Monday – Friday 9am to 3pm, term time plus INSET, based on KR3. A job share may be considered.

For more information about the post please contact our Administration Manager, Mrs Wade, email: fwade@four-elms.kent.sch.uk

Closing date for applications: Monday 1 June 12 noon

Interviews: TBC

This school and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. The post is subject to a DBS check and the Immigration, Asylum and Nationality Act 2006. Additionally, all appointments will be subject to the receipt of satisfactory references.