

## **REQUIRED FOR 1st OCTOBER 2024**

**Finance & HR Assistant to work across the Federation**  
**22½ hours per week (3 days per week) - term time only**  
**Grade: 6 Point: 6-19 - £16,370 per annum**

### **AT THE BRIDGES FEDERATION WE LEARN AND SUCCEED TOGETHER**

The Bridges Federation of Schools are working together to provide excellent opportunities and exciting learning for all our pupils. We believe that every child has the potential to succeed and that it is our job to make that happen. We see every child as an individual and have a strong commitment to inclusion. All schools are situated in fantastic locations with excellent transport and community links.

Are you dynamic, enthusiastic and committed to improving the opportunities for young people, someone who believes all children deserve the very best and are able to offer this and ready for a challenge?

We are looking for someone to work in our busy school offices across the Federation. You will be supporting our Senior Federation Business Manager with finance duties as well as focussing on aspects of HR. This role is suitable for someone interested in starting a career in an office as well as those with experience. Training will be available.

Do you:

- Have finance experience
- Have HR experience
- Have an interest in working in a busy school office
- Enjoy working with others and helping people
- Have excellent communication skills, written and oral and the confidence to communicate effectively with staff, parents and outside agencies
- Have experience of working within a team and the ability to organise and prioritise tasks
- Have an interest in further professional development

An application pack for this position can be downloaded from our website [www.thebridgesfederation.org.uk/vacancies](http://www.thebridgesfederation.org.uk/vacancies). CV's will not be accepted.

Applications should be submitted to Michelle Owens, via the email, by the closing date below. Applications should cover all the points on the Person Specification.

If you require any further information regarding this position, please contact Michelle Owens, our Senior Federation Business Manager via email: [mowens@snowsfields.southwark.sch.uk](mailto:mowens@snowsfields.southwark.sch.uk).

Closing date for applications: 9am Thursday 5th September 2024  
Interview date: T.B.C.

The Bridges Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check, references and medical clearance are required for the successful applicant.