

## **Admin/Finance Officer**

- **36 hours per week, Term-Time Only +1 week during Summer Holidays**
- **Fixed term contract – 12 months**
- **Start Date: 1<sup>st</sup> July 2024**
- **Hay Grade 5 (£28,977 - £32,205) (salary will be paid pro-rata for term-time working)**

Haymerle School is a primary school supporting pupils with a diagnosis of Autism. We currently support pupils with severe and complex learning disabilities, social and communication disorders. The majority of pupils have speech and language difficulties and learning disabilities.

We can offer prospective employees the chance to work in a hugely supportive and happy environment with friendly staff and amazing children!

We are looking for an effective, organised and personable Admin/Finance Officer to join our team. Our intention is to deliver the most efficient standards of service to the school and a very warm welcome to all pupils, parents and visitors, and we are looking for candidates who can share this vision.

The successful candidate will;

- Demonstrate high levels of initiative, and the ability to complete a range of different administrative tasks to a consistently high standard
- Have outstanding numeracy and literacy skills, as the day-to-day role involves everything from drafting letters to editing spreadsheets.
- Have a willingness to work flexibly as part of a team.
- Have experience using Arbor Finance/RM Integris (MIS database) or similar

This role involves working as part of a supportive team of two office staff, and will benefit from excellent CPD opportunities. We are very interested in candidates looking to progress their skills and flourish in a school administrative environment.

Visits to the school prior to the application deadline are warmly welcomed. To arrange a visit please email the school office at; [sbm@haymerle.southwark.sch.uk](mailto:sbm@haymerle.southwark.sch.uk) or call 0207 639 6080.

**Closing Date:** 12noon, Friday 30<sup>th</sup> May 2024

**Interviews:** Week commencing 10<sup>th</sup> June 2024

***Haymerle School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Safer recruitment practices are in place and successful candidates will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service, as well as undergoing other safeguarding checks.***