



FORRES SANDLE MANOR

Forres Sandle Manor School

Fordingbridge, Hampshire, SP6 1DS

Finance Assistant

(Part time, permanent, term-time plus)

For April 2023 (or soon thereafter), Forres Sandle Manor seeks to appoint a suitably experienced part-time Finance Assistant to join our friendly Finance team and to work closely with the School Accountant. The postholder will also be required to engage with all stakeholders including the senior management, teachers, support staff and parents to ensure the smooth and efficient day to day running of the finance department.

BENEFITS OF SERVICE

The school is characterised by a warm, friendly and welcoming atmosphere. Members of staff support one another and this ethos of support is reflected in the ease of access that all members of staff have to the senior management team. Relationships with pupils are respectful, purposeful and warm.

All new colleagues are supported through a personalised induction programme and are appointed a mentor to help them settle in upon arrival. All staff enjoy free on-site parking, an excellent pension scheme plus lunch and refreshments during term time.

START DATE

The School is looking to make the appointment as soon as possible to start from approximately 1st April 2023, although this is subject to negotiation with the preferred candidate.

HOURS OF WORK

It is envisaged that the core hours of the job will be 18 hours per week spread over 3 days, ideally from 8.30am to 2.30pm (including lunch). Timings and days of work can be flexible for the right candidate.

Additionally, a further 3 days (6 hours each day) per annum will be required to attend insets for staff training. During the Easter, Summer and Christmas school holidays whilst the school is closed, a further 60 hours will be required to assist with the processing of payroll, payment of contractors and any other general accounting functions. Holiday hours are flexible and can work around childcare.

SALARY

It is envisaged that the salary will be £9,144.00 for 18 hours per week (£24,960 PA FTE), subject to negotiation on hours and days of work including 5.6 weeks of paid annual leave.

PENSION & LIFE COVER

The School has an Aegon Pension Scheme for Support Staff which you will have the option to join with an enhanced employer contribution.

HOW TO APPLY

Please complete an application form, including a supporting letter addressed to our Headmaster Mr Mark Howe, and return a signed copy by email to office@fsmsschool.com

Closing date for applications is 12 noon on Wednesday 1st March.
Interviews will take place week commencing 6th March.

We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS and reference check prior to appointment.