

Finance Assistant
Part-time: 1 day per week
Term-time only + 2 weeks
Permanent
Scale 5 26-28 (£24,618-£26,658 pro-rata)
Start date: 3rd September 2018



Rushmore Primary is looking for a part-time finance assistant to join our small and friendly admin team. The role includes providing support to the school business manager in all financial and administrative functions including administering and preparing school accounts and assisting in the preparation of budgets.

We are a two-form entry school with a large Nursery and over 480 children on roll. We serve a diverse and exciting community close to central London. We are absolutely committed to creating an excellent teaching and learning environment and working to the highest of professional standards in every domain to enable all our children to achieve their very best.

This is a great opportunity for a hard-working, flexible team player with excellent communication, presentation and people management skills, who is able to demonstrate:

- A passion for working in a primary school environment
- A first-class administrator with experience in office support, systems, administration and finance
- The ability to multi-task with dexterity under pressure and to tight deadlines
- A capacity for implementing clear systems and processes with sensitivity and rigour
- An excellent understanding of digital technology, IT systems and applications

Rushmore Primary School is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share and enact this commitment. The post is subject to an enhanced DBS check.

Contact Sarah Osun on 020 8985 3175 or SOsun@rushmore.hackney.sch.uk for further details and an application pack

Closing date for applications: 4.00pm Tuesday 3rd July 2018

Short-listing: Wednesday 4th July 2018

Interview Date: Tuesday 10th July 2018

Rushmore Primary School
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W: www.rushmore.hackney.sch.uk
Headteacher: Mr Jim O'Shea