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Head Teacher: Mrs. Sue Ward B.Ed. (Hons) M.A.

## **Together We Can Achieve Excellence**

### **JOB VACANCY – ADMINISTRATION OFFICER/FINANCE ASSISTANT (Grade 7) FTE £24,708 - £25,983 (actual starting salary £15,717.26) 27.5 HOURS PER WEEK – TERM TIME ONLY PLUS 1 WEEK**

Imagine a school full of enthusiastic pupils who are keen to learn, where every adult is committed to helping each other to improve their practice for the benefit of the pupils and staff are trusted to try out new ideas and are fully supported in their career development.

**Newton Burgoland Primary is that school and we have a vacancy on our team.**

An exciting opportunity has arisen for a friendly, self-motivated and organised Administrator/Finance Assistant to join our school team. The successful candidate will be adaptable, enthusiastic, resourceful and able to cope with the challenges of a small school office environment. They will be open to professional challenge, development and learning - determined to play a pivotal role in our organisation.

The successful candidate will work alongside Headteacher and Administration Assistant to develop their skills. CPD will be provided.

Please see the attached Job Description and Person Specification.

The position is for 27.5 hours per week - office cover is required from 9.30am to 3:30pm – flexibility to be available outside of these times for occasional after/before school clubs or duties commensurate with the grade is required.

**Start date as soon as possible.**

**Closing Date for applications – 12 noon on Monday 28<sup>th</sup> October 2024  
Interviews week beginning – Monday 4<sup>th</sup> November 2024**

Find out more about this exciting opportunity and our school by visiting our school website – [www.newburland.leics.sch.uk](http://www.newburland.leics.sch.uk)

Candidates are encouraged and welcome to visit – please email [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk) for an appointment.

Application forms to [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk) or by post to the school, CV's are not accepted.

#### **Safeguarding Recruitment Statement**

Our school is fully committed to "Safeguarding Children and Young People". Please see our website -

<https://www.newburland.leics.sch.uk/page/?title=Safeguarding+%26amp%3B+Child+Protection&pid=187>

As a 'Regulated Activity' an enhanced DBS is essential for this post.