



St Andrew's CofE Primary School
Nursery Way, Uxbridge, Middlesex, UB8 2BX

Growing and learning together with God

HEAD TEACHER: Mrs Nicola Dallibar (BA Hons (QTS), NPQH) | Tel: 01895 232768

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www.standrewscofeprimary.co.uk

Finance and Admin Assistant

Start Date: 19th April 2021

**Hours: 22.5 – 25 per week, with 30 minutes unpaid lunch, 38 weeks plus INSET days
and 5 days during holidays**

Scale 2 – £21,408 - £21,795 pa (£11,821 - £13,372 pa pro rata)

We are looking for a new member of our team. Someone who is dynamic, hard-working and focused, and who is a quick learner. You may not have worked in a school office before, but you must be willing to take on the challenge of supporting the School Business Manager with all aspects of finance, income and other administration.

The successful candidate should be able to:

- Carry out all front of house operations proficiently and diligently
- Use a range of online and digital platforms to communicate, share and store data and produce reports as needed
- Administer First Aid as required and be accountable for all medical policies and paperwork in school
- Support with ordering and managing purchases
- Deal with income, lettings and other payments
- Carry out other duties to support the efficient running of the school office
- Safeguard children and promote their health, safety and wellbeing
- Support the ethos of the school and promote its behaviour policy and values

They will ideally:

- Have a Paediatric First Aid qualification or First Aid at Work
- Have experience or good understanding of financial procedures

Please telephone or email the school for further information.

These post-holders will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. An enhanced Disclosure and Barring Service (DBS) check will be sought from the successful candidates prior to appointment.

Application deadline: Monday 1st March 2021 at 12pm

Interviews: Tuesday 16th March 2021 (online)