Start date: As soon as possible

Mon-Thur (28 hours per week) Term Time Only (Salary pro-rata, paid across 12 months)

Symondsbury C of E VA Primary School is a vibrant and welcoming village primary school within a beautiful setting in the Dorset Countryside. We are a learning centred, values driven school, where we are proud of our School’s Christian ethos.

We wish to appoint a Finance and Admin Officer to join our busy, friendly professional team.  We are looking for someone with some experience of financial systems and software and experience of working within a busy environment, where being driven and being able to multi-task is key. The role will involve routine financial work, accounts, invoicing and payments, as well as administrative work. The role does involve building relationships with our children and families too! You will need to have a cheery disposition, even when working under pressure or within challenging situations. The ability to use your own initiative and work independently is essential as is a genuine warmth and care for those around you and the work you do.

We are seeking to appoint a highly effective finance officer and we can offer a permanent contract if you can demonstrate you:

* Have excellent interpersonal skills, dynamism and drive;
* Are experienced in using finance/accountancy software – training will be given on maintained school systems;
* Are welcoming, putting visitors at ease;
* Are able to ensure policy and practice is carried out;
* Have excellent numeracy and literacy skills;
* Have a willingness to undertake a variety of administrative tasks with accuracy and attention to detail;
* Are aware of the busy school environment and understand the importance of discretion and confidentiality;
* Have good communication skills and can liaise with professionals and parents;
* Understand the importance of relationships with the school community and be welcoming to all;
* Are knowledgeable, forward thinking and up to date with current practice;
* Are organised, adaptable and flexible;
* Have a commitment to supporting our school’s caring, Christian ethos; and
* Are able to work as part of a team.

We can offer:

* A thriving school with supportive parents, dedicated governors and school community;
* A commitment to the professional development of staff;
* A talented, dedicated and hardworking staff team;
* A purposeful, supportive and happy work environment;
* An inclusive and caring culture; and
* caring, polite and well-behaved children with a love of learning and a sense of community.

If you can demonstrate the qualities we are looking for we would welcome your application. Application forms and further details are available from the Dorset for You website.

**Visits to the school are strongly encouraged and warmly welcomed.**

**Please contact Emma Roberts (Headteacher) on 01308 423502 to arrange a visit.**

Symondsbury CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. Rigorous checks will be made of the successful applicant’s background credentials, including Disclosure and Barring Service checks along with other relevant employment checks in line with the Governments safer recruitment guidelines.

We are an equal opportunities employer and welcome applications from all sections of the community.

Visits to the school are welcomed or please contact the school office on 01308 423502 for further details. Please complete your application on line at jobs.dorsetcouncil.gov.uk

Closing Date: Thursday 10th April 2025

Interview Date: Thursday 16th April 2025

This role is UK based and your Right to Work will need to be established as part of the appointment process.