



Leventhorpe
a business and enterprise academy

FINANCE/ADMINISTRATIVE ASSISTANT

We wish to appoint a person with energy, commitment, a high level of interpersonal skills and ability to work well under pressure as a Finance/Administrative Assistant, to start as soon as possible. The main duties of the post will be:

Assist the Finance Manager to collect and enter data for various financial spreadsheets, general clerical and administrative duties, including photocopying, record keeping, answering the telephone.

Previous experience of working within a school office would be an advantage, although training will be given. The successful applicant will need excellent mathematical skills, computer skills, particularly with a good level of competence in Excel, Word and Outlook.

Contact Type: Full Time

Hours: Monday – Friday 37 Hours per week

Salary: H4 scale 17 – 20 £17,772 – £19,430 + outer fringe allowance £585 pa

Please apply in writing to the HR Manager, enclosing a letter of application and a completed application form, which can be found on our website or by contacting the school office on 01279 836633. Closing date 12 noon, Thursday 23rd November. Interviews to take place the following week.

Leventhorpe is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants.