

Trust Finance & Administration Assistant

Grade 14 to 13, points 4-11 £11.98 - £13.46 per hour

depending on experience, pay award pending

Employer pension contribution 24.4%

Salary is paid on a pro-rata basis, term time only

plus 1 or 2 weeks to be worked during the school holidays

25-35 hours per week, flexible to suit the right candidate

Start date September 2024

Preston Primary Academy Trust is looking to appoint a motivated, highly organised team player who has accurate financial skills and can demonstrate attention to detail.

This exciting opportunity will involve working within the Trusts Central team to support schools in the provision of a comprehensive financial and administrative support service by undertaking a range of financial, administrative and clerical support functions.

The successful candidate will:

- Have excellent IT skills including Microsoft Word and Excel and a good basic education with 5 GCSEs (at Grade C or above), or equivalent, including Maths and English Language.
- Desirable but not essential is a knowledge and experience of using FMS and SIMS.

We can offer you:

- The opportunity for further professional development and progression within the Central team.
- The opportunity to gain experience in a variety of schools.

How to Apply:

Please apply in writing by completing the application form. This can be found at:

<https://www.prestonprimaryacademytrust.co.uk/>

Application Deadline Monday 3rd June at 9.00am.

Completed applications and a covering letter should be submitted to

ppat@ppat365.org

or posted to:

Mrs V Lea, Trust HR Officer,

C/o Kingfisher Primary School, Kingfisher Drive, Yeovil, Somerset, BA22 8FJ

Visits to the trust Central offices or any queries regarding the role are welcome; please telephone to make an appointment.

PPAT is committed to equal opportunities and safer recruitment practice, pre-employment checks including criminal background check via the disclosure procedure will be undertaken before any post is confirmed.



Preston Primary Academy Trust
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