



Cranbrook Drive, Luton LU3 3EW  
Telephone: 01582 571619  
Email: school@parklea.co.uk  
Headteacher: **Mr S Spooner**

The Governors of Parklea Primary School are looking to make the following appointment.

**Business Administrator (Part Time 3 days)**  
**21 Hours per week**  
**39 Weeks per year**  
**(September Start)**

Are you organised, detail-oriented, and confident working with figures? We are looking for a dedicated and enthusiastic Clerical Assistant to join our busy school office team, with a strong focus on supporting the financial operations of the school.

**Key Responsibilities:**

- Supporting the day-to-day financial administration of the school, including processing orders, invoices, and payments
- Maintaining accurate financial records and assisting with budget monitoring
- Handling petty cash and reconciliation
- Liaising with suppliers and service providers
- Supporting the School Business Manager and other senior leaders as required
- General clerical duties such as answering phones, managing emails, and providing school office support.

**We are looking for someone who:**

- Has previous experience in financial or administrative roles (preferably within a school or education setting)
- Is highly organised with excellent attention to detail
- Has strong communication and interpersonal skills
- Is proficient in Microsoft Office (especially Excel)
- Can work well under pressure in a fast-paced environment
- Is friendly, flexible, and a true team player
- Willing to carry out paediatric first aid training and intimate care training

**In return, we offer:**

- A welcoming and supportive team environment
- Opportunities for training and development
- A vibrant school community where no two days are the same!





We can offer you a knowledgeable team who are extremely hard working and support each other to ensure that our staff and pupils achieve their targets.

**Closing date: Sunday 12<sup>th</sup> April 12 noon**

**Interview Date: W/C Monday 13<sup>th</sup> April**

**CVs will not be accepted for any posts based in schools. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau**



INVESTOR IN PEOPLE