

Colnbrook C. of E. Primary School

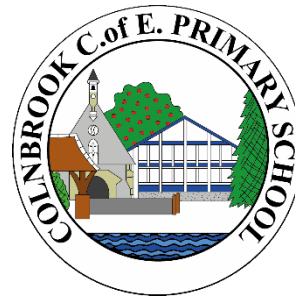
High Street, Colnbrook, Berkshire, SL3 0JZ

Tel: 01753 683661

Email: mail@colnbrookprimary.com

Website: www.colnbrookprimary.com

Headteacher: Mr Tom Brunson B.A.(Hons), NPQH



Finance and Operations Officer

Mon to Fri 8:00-4:30pm (37.5hrs per week), permanent contract starting as soon as possible.

Term time, plus INSET days and two weeks during school holidays.

Salary scale: Level 5 or 6, Scale point 18-28, (FTE £32,633 – £40,248)

The Finance and Operations Officer will work closely with the headteacher and wider trust colleagues, and will be responsible for the financial and resources at the school as well as overseeing site management including health and safety aspects of the school. In addition, they will play a key role in our small one-form entry school admin team, ensuring the school is able to operate smoothly.

Our school is a popular and thriving one-form entry school in the heart of Colnbrook village. Our Christian values permeate the life of our school as we encourage everyone to live out our vision and be "Strong and Courageous". We are proud to be a highly inclusive school and we welcome families from a large number of backgrounds and communities. Our school is part of the Slough and East Berkshire Multi Academy Trust (SEBMAT) and we enjoy high levels of support and close collaboration with other local schools.

We would like someone to join our team who:

- Models and promotes our school's Christian values;
- Has an ability to foster effective relationships with pupils, parents, staff and stakeholders;
- Has experience in a school setting;
- Has experience in financial processes such as processing invoices, bank reconciliation, month and year end processes and payroll amendments, or is willing to learn;
- Has experience of health and safety and site management, or is willing to learn;
- Is a flexible and adaptable team player who is willing to get fully involved in daily life in school;
- Has a 'can do' attitude that finds solutions to challenges that arise.

We can offer:

- A small, friendly team, with support from the multi-academy trust;
- Tailored CPD and opportunities to develop your career across the Trust;
- A mindful approach to workload;
- A well-resourced and forward-looking school;
- A supportive leadership team.

Our website has a wealth of useful information, as well as a short video that gives a flavour of our school. Visit www.colnbrookprimary.com to find out more. Applications should be made through My New Term.

Closing date: 9am, Thursday 4th June

Early applications encouraged. Interviews will be arranged on receipt of suitable applications.

Colnbrook Primary School is committed to Safeguarding and protecting the welfare of children and young people and we expect that our staff share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service.