

GRAVENEY TRUST

Franciscan Primary School is an Ofsted rated 'Good' school and is part of the Graveney Multi Academy Trust, based in southwest London. Franciscan Primary School provides an exciting curriculum together with excellent extra-curricular provision, with the advantages of having access to Graveney School's outstanding facilities as well as the Trust's strength in delivering a traditional education, supported by the highest expectations with respect to behaviour.

Receptionist/ Finance Administrator – Part Time

Franciscan Primary School

£10,710 - £10,903 actual salary based on fte £22,800 - £23,221

[20 hours per week, Mon – Fri 1:00 pm – 5: 00 pm - Term Time Only]

Franciscan Primary School are seeking an enthusiastic and proactive candidate to join our bustling school office from April 2019. You will undertake a range of duties associated with the school's front of house and finance functions, ensuring an efficient and effective service is provided.

This will involve first contact response to parents and visitors in to the school office, as well as on the phone and via email. Recording and monitoring of pupil absences, updating electronic and manual records as well as other general administrative duties. You will have excellent communication skills and be confident in handling enquiries from a wide range of parents, colleagues and agencies and be able to convey information accurately and clearly. You will need to be accurate and efficient with data entry to be able to assist with the management of school trips and the school lettings process. You will also support the Finance Officer with ordering of goods and services across the school.

Previous experience within a school environment is desirable together with the ability to use a variety of IT packages including Microsoft Office. Familiarity with SIMS [or similar] would be an advantage, but not essential. You will be proficient in the use of IT which will include updating spread sheets and databases and you will to be able to work both independently and as part of a team.

For an application form and job description, please visit our website to download an application form and further details. www.franciscan.wandsworth.sch.uk/vacancies

Closing date: **4:00 pm Monday 8th April 2019**

Interviews will be held on Thursday 11th April 2019

Franciscan Primary School is part of Graveney Trust

Graveney Trust is committed to safeguarding and promoting the welfare of young people. We expect all staff and volunteers to share this commitment. The successful candidate will need to undertake a DBS Enhanced Disclosure.