

The Federation of Heathfield and St Francis Schools



Oldbury Way, Fareham, Hampshire PO14 3BN

Executive Headteacher
Rachel Weldon NPQH BA (Hons) PGCE



Finance Assistant – Grade C

Heathfield and St Francis Schools

Grade C Actual Salary: £16,610 – £17,724 (FTE £18,933 - £19,941)

37 hours per week term time plus one week

We are a federation of two special schools in Fareham, Heathfield and St Francis, which are situated next door to each other. We provide for pupils with a wide range of complex learning difficulties, which include autistic spectrum disorder, mobility and health needs, communication or emotional and behavioural needs.

We are at an exciting time in our partnership and we are looking for an experienced Finance Assistant to join our newly formed administration team. The post holder will work closely with the Federation Business Manager in the day to day operation of the federation's financial systems.

We are seeking to appoint an enthusiastic individual with a positive, 'can do' attitude, who will have a commitment and passion to provide financial planning, monitoring and administrative support to meet the needs of the Federation.

We are looking for a professional who:

- is competent in the use of information technology, especially in Microsoft Excel;
- has excellent interpersonal skills;
- has a calm and consistent approach;
- is able to follow systems and school policies consistently to ensure the safeguarding and safety of our pupils;
- is able to use effective communication skills with staff, visitors, parents, governors, pupils and external contractors;
- can work under own initiative where necessary; and
- has a sympathetic understanding of our pupils' needs.

Experience of working in a school office with knowledge of SAP, SIMS and Tucasi is desirable, however full training will be provided.

For further details and an application form, please visit our school websites at www.heathfieldhants.co.uk or www.stfrancisschool.co.uk

You can also contact Vanessa Thompson at Heathfield School office for an informal discussion regarding the post at adminoffice@st-francis.hants.sch.uk or telephone 01329 845150.

The Federation of Heathfield and St Francis Special Schools is committed to safeguarding children and

promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

Closing date: Friday, 29 October @ 5.00pm. Interview date: TBC.