



# Broadway East First School

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May 2019

## ADMINISTRATION AND FINANCE OFFICER

### 37 hours per week

N5: £22,021 - £23,836 per annum, pro rata. (Actual: £19,514 - £21,122 per annum).

**Term time only + 3 training days + 2 additional weeks**

**To begin 3<sup>rd</sup> June 2019 (or as soon after as possible)**

Dear Candidate,

Due to the promotion of the current post-holder, we are looking to appoint an administration and finance officer to work in our school office.

We are a first school in the North part of Gosforth and serve a diverse and vibrant community. All staff, teaching and non-teaching, are members of one team and all work together to ensure the smooth running of the school as well as promoting the caring ethos of the school and the very best education for all of our pupils.

The successful applicant will be required to support the Headteacher, the Governors and the whole staff team with a broad range of activities and tasks in various contexts as set out in the job description. Experience of school finance, or similar, is essential. Meticulous attention to detail, flexibility and the ability to work to under pressure are also essential in this role, as are excellent skills in literacy, numeracy and IT. The successful candidate will have well-developed inter-personal skills and will understand the need for equality, confidentiality and discretion. There is currently an administrative assistant post for 15 hours in the school office to support the role of administration and finance officer. We are part of the Gosforth Schools' Trust and as such, we work collaboratively with other schools and offer professional support to each other. There is an established network of admin and finance staff across the Trust.

The post is for 37 hours per week, with an additional 3 training days and a further 10 days to be worked in holiday periods. However, the Governors and Headteacher allow flexibility in how and when the additional 10 days are worked. This will be discussed with the successful candidate so that a suitable arrangement can be made.



Broadway East First School currently has 225 pupils from Reception to Year 4. In 2020 we are moving to a new site on Newcastle Great Park and we are planning to grow to 450 pupils in the years following the relocation. The new school building has already been designed and will be a wonderful environment in which to work. This is an exciting time to join our school and contribute to its success and growth.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks. Please note that in all cases written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.

We are welcoming visits to the school by arrangement with the Headteacher, please contact us by telephone if you would like to visit and find out more about the school and the role.

All details for the job are available from the school office on receipt of a large stamped addressed envelope or from the school website [www.broadway.newcastle.sch.uk](http://www.broadway.newcastle.sch.uk) You can apply by email ([admin@broadway.newcastle.sch.uk](mailto:admin@broadway.newcastle.sch.uk)) or post. You must return the Safe Recruitment form along with your application form.

Thank you for your interest in this post and in our school. We hope to meet you soon.

Closing date: Midday Thursday 16<sup>th</sup> May

Interviews: Tuesday 21<sup>st</sup> May

Yours Faithfully

Helen McKenna  
Headteacher