

South Bersted CE Primary School

Church Lane
Bognor Regis
West Sussex
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Headteacher: Mr Noel Goodwin

14 October 2021

Part time Administration/Finance Assistant 22.5 hours per week
Monday–Friday, 8.30am–1.00pm, Term Time only
Salary scale: WS04, initially £19,312 pro rata (£10.01/hour)

We are looking for a self-motivated, flexible, adaptable and well organised person to join our friendly school team, to start as soon as possible after 19th November 2021. Duties will include: maintaining the School Fund account (Tali software), monitoring pupil attendance, general clerical support, answering the phone and taking messages, meeting and greeting all visitors.

The successful candidate will need to be able to demonstrate the following abilities:

- A flexible and adaptable approach
- Good team working and communication skills
- Ability to work under pressure, prioritise workload and use your own initiative
- Good IT skills (familiarity with Microsoft Office is essential)
- An ability to empathise with children and parents

South Bersted School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. The post will be offered subject to satisfactory references and health check and requires an enhanced DBS check.

Completed application forms and safeguarding supplement should be submitted to the School Business Manager, Mrs Sandy Osman at the above address. Visits to the school are welcome and an appointment can be made by telephoning the school office.

The closing date for application is 9am on Monday 1st November and interviews will be held on Friday 5th November.

West Sussex County Council

