



Kensington Avenue Primary School

We are seeking to appoint an enthusiastic and experienced Finance Officer to fill the vacancy we currently have in our School Office

Grade 4 Scale Point 19-21 - Starting as soon as possible

18 Hrs per week, 39 weeks (Term Time Plus up to 2 additional weeks)

Kensington Avenue Primary School serves a mixed and vibrant community where children, staff and families strive to create a happy and supportive environment, in which all are successful and achieve.

Key to your success will be:

- Financial experience (purchasing, invoicing, payment queries)
- Outstanding people skills
- Strong oral, written and numeracy skills
- Strong administrative experience
- Outstanding people skills
- Strong team player

Kensington Avenue Primary School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.

Further details and application packs available from the school office. **Visits are warmly welcomed and encouraged.** Please ring 020 8764 2923 or E Mail office@kaps.croydon.sch.uk to arrange an appointment or request an application pack.

Closing date: Midday Friday 27th January 2017

Interviews: Commencing Wednesday 1st February 2017

CV's are not accepted. Please ensure your application form and personal statement addresses the requirements for this role as detailed in the advert, role profile, job description and person specification and E Mail your completed application form and a personal statement to: finance@kaps.croydon.sch.uk