



Finance / Administration Assistant Vacancy

Overview

Are you an outstanding practitioner? Do you want the rare opportunity to be part of our growing Newhall Primary family? If so, we would love to hear from you! At Newhall Primary Academy and Nursery we are looking to expand our Office team. We are looking for a highly motivated individual with a good skill set, forward thinking and flexible to get stuck in with all aspects of our wonderful academy.

Post Title:	Finance / Administration Assistant
Contract type:	Permanent
Location:	Newhall Primary Academy
Working hours:	Part-time, 20 hours term time only with potential to increase as the school grows
Start date:	1 st September 2021
Salary:	SCP 4 £18,933 per annum pro rata plus Outer Fringe Allowance

About us

Newhall is a new, state of the art academy situated on spacious grounds on the Newhall Development in Harlow. The 2-form school, with a capacity of 420 children, is supported by the Reach2 Academy Trust, the largest primary trust in the country. We opened our doors in 2018 and we currently have 180 primary children on roll.

Our school will grow by two classes year-on-year until we reach full capacity and we are seeking additional staff to join us and be part of the unique opportunity to work in a new school and help to build and grow the setting. Being part of a rare professional opportunity to contribute toward the development of the school ethos is exciting and it will be very rewarding to see the Academy and Nursery take shape over the next few years. To see more information about Newhall, please visit our website.



REACH2 Academy Trust is a charitable company limited by guarantee in England and Wales,
Company number 08452281
Registered office Address: Scientia Academy, Mona Road, Burton Upon Trent, Staffordshire, DE13
0UF; VAT Number: 220 8862 15

Our children and families

The children at Newhall are enthusiastic, keen to learn and a joy to teach. We are also supported by very supportive and engaged parents and governors as well as an active PTA.

About the role

As one of the early members of staff to be appointed to Newhall Primary Academy and Nursery, you will help shape its future direction. You will work alongside our School Business Manager and other Newhall staff to help create an exciting and vibrant setting, where all children thrive.

You will be based in the main Academy building and you will be supported by our existing Office team and experienced Senior Leaders in the wider Academy and Nursery Team.

There is potential for your role to develop with the academy over the coming years therefore, flexibility and adaptability is key to this busy, growing School Office.

What we're looking for:

We are looking for someone who can provide a high standard of administrative and finance support to the school, having worked in a similar environment previously. You will be someone who is highly driven and motivated, has an eye for detail, and a good level of written communication and numeracy skills. You will need to demonstrate flexibility and respond to unplanned situations whilst remaining calm and professional.

The successful candidate will need:

- Experience in general school office administration and finance
- Experience in managing data and maintaining accurate records and filing systems
- Experience of working in a busy office environment
- First Aid Qualification or willing to gain one
- Ability to use Microsoft Office, Databases and Internet based systems
- Excellent communication skills and a good sense of humour
- To be a positive team player, be able to use your own initiative and take ownership of tasks
- Able to work flexibly to support others and respond to unplanned situations in a calm manner

In return we can offer:

- Excellent facilities and a new office environment
- A firm commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and governors
- Encouragement to develop new ideas and the opportunity to make a real difference
- Fantastic trust-wide CPD opportunities and vast opportunities for career progression
- Wellbeing support.



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How to apply

Unfortunately visits to the school are not possible at this time but will be included as part of the interview process.

For further information about the role, or to ask any questions please contact Donna Murphy, School Business Manager on 01279 215480 or email the school office: office@newhallacademy.org

- **Completed applications should be addressed to the School Business Manager and be sent via e-mail to office@newhallacademy.org by:**

4pm on Friday 14th May 2021

- **Applicants are also asked to complete:**
[Online Equality and Diversity Monitoring Form](#)

Shortlisted candidates will be contacted by 5pm on Wednesday 19th May 2021.

- **Interviews will be conducted in person:**

w/c Monday 24th May 2021.

Newhall Primary Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.



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