

Fox Wood School

Holes Lane
Woolston
Warrington
WA1 4LS

Telephone: 01925 811534

foxwoodschool_finance@sch.warrington.gov.uk

Finance/Admin Assistant

Term Time Only 37 Hours per week –

8.00 am to 4.00 pm Monday to Thursday, 8.00 am to 3.30 pm Friday

Grade 5 SCP 8 - 14 £21,248 to £23,510

Fox Wood is a school for pupils with Severe Learning Difficulties, Autism and Profound and Multiple Learning Difficulties. We are looking for a highly motivated, enthusiastic person to join our happy team.

We would like someone with excellent literacy and numeracy skills, a knowledge of Accounting using FMS and Sims is desirable but not essential as training can be given.

We need someone who has excellent administrative, communication and organisational skills and the ability to multi task and work under pressure, whilst maintaining a professional approach.

You would be part of a friendly, hardworking (and highly valued) team who are front of house working with different stakeholders. Warrington Borough Council and Fox Wood School, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as a high priority. The successful applicant will therefore be required to apply for an enhanced disclosure from the Disclosure and Barring Service. Further details can be found at www.gov.uk/disclosure-barring-service

In return, we will offer you:-

- Exceptionally supportive staff and governors
- A commitment to your professional development
- An opportunity to be part of a thriving school community
- A stimulating working environment, both inside and out
- If you are interested in making a difference, helping us to make the most of our budget for our pupils, and joining a team who enjoys living out our motto 'Together We Shine', then please get in touch!

A full job description and person specification are on our school website:

www.foxwoodschool.org.uk. Application forms and further details are also available on the Warrington Borough Council Website.

Alternatively please email foxwoodschool_finance@sch.warrington.gov.uk for an application pack to be emailed to you.

Closing date: 9 am – Tuesday 14 May 2024

Interview: Monday 20 May 2024