

# Administration & Finance Assistant

June 2019

Grade 3, Scale Point 4 (£18,426 - £19,171) pro rata

Permanent, 20 hours (Mon- Friday), Term time only

Start Date: Sept 2019

The Governors of the CLIC Trust wish to appoint an approachable, conscientious and committed administrator to join our friendly and dedicated admin team.

Applications are invited from professional individuals who:

- are effective and organised administrators
- have high levels of accuracy and attention to detail
- can manage their time and prioritise work effectively whilst working within our very busy school office
- can demonstrate an effective, friendly and organised manner with all staff, visitors, parents and pupils
- can work well on their own and within a team
- can multitask effectively
- are committed and trustworthy

We can offer you:

- welcoming and enthusiastic children and staff
- CPD/Development
- opportunities for career development

*The CLIC Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*The application form and job description pack can be obtained from the school website: [www.chorltonpark.manchester.sch.uk](http://www.chorltonpark.manchester.sch.uk) to print download and return by post or email.*

**Closing Date: Wednesday 10 July by 4.30pm**

**Interviews: Wednesday 17 July**