



# GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.

## Finance and Administration Assistant

<b>School:</b>	Greatfields School
<b>Salary/Grade:</b>	APT&C Scale 4 (£23,400)
<b>Hours:</b>	35 hours per week, 52 weeks per year
<b>Contract type:</b>	Permanent
<b>Closing date:</b>	Thursday 29 <sup>th</sup> September 2022
<b>Interviews:</b>	Wednesday 5 <sup>th</sup> October 2022

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place and we are privileged to be building a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people.

Greatfields opened in September 2016 and we will eventually grow to become a ten form entry school with 1800 pupils, including sixth form, in our new permanent accommodation. We currently have approximately 960 students across Years 7 to 12.

We are looking to appoint a highly motivated and committed Finance and Administration Assistant to join our Finance and Human Resources team. The successful candidate will share our vision and ambitions for the young people of the community. The role is ideal for an ambitious person who is looking to develop, improve and grow with the school. Staff development is central to everything we do and appropriate support and training will be in place for the successful candidate.

Please click [here](#) to view a short video featuring our headteacher and staff.

To apply for this role please go to our website and fill out an application form. If you would like more information about the role or to visit the school and discuss the role before applying please feel free to contact Lynn Nash, School Business Leader, on the e-mail address below.

[vacancies@greatfieldsschool.com](mailto:vacancies@greatfieldsschool.com)  
[www.greatfieldsschool.com](http://www.greatfieldsschool.com)

*The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS check. Appointments are also subject to satisfactory references/medical clearance.*

**Closing date: Thursday 29<sup>th</sup> September at 12pm**



Partnership Learning