

Business and Finance Administrator Job Description

At Irthington Village School, all staff are very much valued and quickly become an integral part of our happy team.

In this role, every day will be different, as the many aspects to this position are interesting and varied.

You will run the school office; you will be the first point of contact, meeting people as they arrive or dealing with enquiries over the telephone or email.

It will be your job to ensure the smooth running of the admin and office tasks across the school; writing letters, arranging visits on behalf of the teachers, placing orders and arranging contractors and other service providers.

In terms of the school budget, you will pay bills and monitor the school budget, providing the governors with monthly reports.

You will join staff to cover some playtimes and you may accompany classes on school visits.

As safeguarding is crucial to everything we do at school, you will keep the single central record up to date and ensure all staff have training and refresher courses as appropriate. Similarly, it will be your role to maintain the health and safety records and keep policies up to date.

If you are interested in this position please download the Cumbria County Council job application form (from the CCC jobs webpage) and once completed, please return with a letter of application to Head@irthingtonvillage.cumbria.sch.uk

If you have any queries whatsoever about this position, please do not hesitate to contact the head teacher (Lynn Harrison) on 01228 212050.