

Finance & Administrative Assistant

School:	The Cambridge Primary School	Posted:	23rd May 2025
Location:	Queen's Avenue, Wellesley, Aldershot, Hampshire GU11 4AA	Expires:	20th June 2025
		11:59 PM	
		Start Date:	2nd September 2025
		Job ID:	1488304
Contract Type :	Permanent		
Salary:	SP4.1 £24,275 per annum (FTE) Pro rata: £16,361		
Hours:	Part Time		



The Cambridge Primary School

Job Title: Finance & Administrative Assistant

Permanent, Part-time, 27.5 hours per week (8.30am – 2.00pm Mon-Fri), 40 weeks per year (Term time + 5 Inset days, + 1 week in the holidays).

Salary: Surrey SP4.1 £24,275 per annum (FTE)

Pro rata: £16,361

An exciting opportunity has arisen to become a member of our small and friendly school office team. You will take responsibility for a range of financial, administrative and support services to enable the school to run efficiently and ultimately support the children's learning and attainment.

This is a busy office and a varied role for a good communicator and someone who combines a warm and welcoming approach with efficiency and has the capability to remain calm and cope with the unexpected.

Previous experience working in a busy office and proven financial skills an advantage.

The role requires complete confidentiality.

At The Cambridge Primary School we can offer you:

- A friendly and supportive team
- Professional development opportunities
- The chance to support children's learning and well-being.

The Cambridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a requirement for the successful applicant to undertake a school issued Enhanced DBS check and accept the responsibility for providing and safeguarding the welfare of all pupils and children. The Cambridge Primary School is an equal opportunities employer, and selects staff on merit, irrespective of race, sex, disability or age.

We would encourage and welcome visits to the school.

We reserve the right to invite candidates for interview prior to the closing date. We would therefore recommend that you submit your application as early as possible. Please also be advised that references may be requested on receipt of your application. Please state if you wish this to be delayed until shortlisting/ interviews have taken place.

The Cambridge Primary School is committed to safeguarding and promoting welfare of children and young people. It expects all staff to share this commitment and the successful applicant will be required to undertake a DBS.

Closing date: 20th June 2025 Interviews: 25th June 2025

Safeguarding Statement:

The Cambridge Primary School 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. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.