

DCSF Area: 873/3004

School Name: Burrough Green CE Primary School

Address: **Bradley Road**, Burrough Green, Nr Newmarket, Cambs.

Postcode: CB8 9NH

Tel: 01638 507236

Email: [office@burroughgreen.cambs.sch.uk](mailto:office@burroughgreen.cambs.sch.uk)

No on Roll: 111

Post Title: Finance Secretary

Post Grade: Level 3 Scale 5 point 22- 24 (£21,074 - £22,401 pro rata)

Closing date: March 7<sup>th</sup> 2019

Burrough Green School is looking for a Finance Secretary for 33.75 hours per week (Monday – Friday). Level 3 Scale 5 point 22- 24 (£21,074 - £22,401 pro rata)

Burrough Green is a special place to work. It is small, friendly, and brimming with enthusiastic pupils and staff.

Previous experience of working in a financial role in a school setting and knowledge of school information management systems is essential.

We are looking for an experienced school secretary who:

- is organised, proactive and trustworthy, demonstrating integrity in all that they do
- understands school finance and can build and maintain a balanced budget
- works well with others
- is flexible, resilient, reliable and has a sense of fun
- has a welcoming and professional attitude, is a quick learner, and can act on their own initiative

We can offer you:

- a happy school with an excellent staff team who work well together and are open to new ideas
- a caring, values-driven philosophy
- a modern school building with superb facilities
- continued professional development
- excellent support from parents, Governors and the partnership of local schools

If you are excited by what we can offer and feel you have something to offer our school, then we would love to meet you. Visits to the school are warmly welcomed and can be arranged by contacting the school on 01638 507236

[office@burroughgreen.cambs.sch.uk](mailto:office@burroughgreen.cambs.sch.uk) An application form and information pack are available from our secretary, Chris Jay, and on our website:

[www.burroughgreen.cambs.sch.uk](http://www.burroughgreen.cambs.sch.uk)

Please note that Burrough Green CE Primary School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. Any successful candidate will be required to have an enhanced DBS check.

The closing date for applications is March 7<sup>th</sup> 2019  
Interviews will be held on March 13<sup>th</sup> 2019