



Believe Succeed & Grow

St Osyth C of E Primary School

A member of the Diocese of Chelmsford Vine Schools Trust

Norman Close, St Osyth, Essex, CO16 8PN

01255 820823

schooloffice@st-osyth.essex.sch.uk

www.st-osyth.essex.sch.uk

INTERNAL JOB VACANCY

St Osyth Church of England Primary School

Norman Close, St Osyth, Essex CO16 8PN

Tel: 01255 820823

Email: finance@st-osyth.essex.sch.uk

Mistley Norman Church of England Primary School and Nursery

Remercie Road, Mistley, Manningtree

Essex CO11 1LS

Great Clacton Church of England Junior School

Craigfield Ave, Clacton-on-Sea

Essex CO15 4HR

Part-Time Finance Assistant

Pay – Band 2

Required February 2019

The Governing Body of St. Osyth Church of England Primary School, Mistley Norman Church of England Primary School and Nursery and Great Clacton Church of England Junior School wish to appoint a well organised, friendly and reliable person responsible for the purchasing administration function using PS Financials.

You will be required to work 25 hours per week with some flexibility on the hours and days. 20 hours will be based at St Osyth Primary and 5 will be at Great Clacton.

Salary is Local Government Band 2, Point 11 -16 (depending on experience)

St Osyth, Mistley Norman and Great Clacton Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check and satisfactory references.

Visits are encouraged and warmly welcomed. For more information or to book a visit contact Dawn Stevens – Office Manager on 01255 820823 or email at the above address. Job Description is available on request.

Date of interview: TBC

Closing date: 11th February 2019



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