

# Oaklands Junior School

Headteacher - Mrs H West

Butler Road, Crowthorne, Berkshire RG45 6QZ

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admin@oaklands-jun.wokingham.sch.uk

www.oaklandsjunior-school.org.uk



## Part-time Office Administrator/Finance Assistant

### Permanent Contract

**Start Date: 23<sup>rd</sup> April 2019**

**6hrs to include Monday and Friday afternoons – Term Time Only**

**Grade 4 SCP7, FTE £19,554**

Oaklands Junior School is a thriving two-form entry school in the heart of Crowthorne. We are seeking to appoint someone with a sound administrative background who would join our friendly and highly committed staff.

We are looking for someone who:

- Has an NVQ2 (or equivalent) or higher qualification;
- Has good IT skills, including Microsoft Office;
- Knowledge of SIMS data entry would be an advantage but not essential;
- Has good organisational and communication skills;
- Has the ability to work as part of a team;

We can offer:

- A friendly and supportive working environment;
- Professional development and training.

Visits to the school are warmly welcomed. Please contact the school office to make an appointment. We would also encourage you to visit our website <http://www.oaklandsjunior-school.org.uk>

Oaklands Junior School is part of the Corvus Learning Trust. The Corvus Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and individuals that work with our pupils to share this commitment. All successful applicants will be required to undergo an enhanced DBS check.

**Application Form & Job Description:** <https://oaklandsjunior-school.org.uk/staff/vacancies/>  
email: admin@oaklands-jun.wokingham.sch.uk

**Closing Date:** Midday Thursday 14<sup>th</sup> March

**Interview Date:** Tuesday 19<sup>th</sup> March