

We are looking to appoint a highly effective Finance/Data Officer to work in our wonderful small rural primary school. The position is for 36.25 hours per week, during school term time only. We are a warm and friendly, high achieving primary school at the heart of the community with strong links to our local Church.

For details of the requirements of the post and the person we are looking for please see the attached Job Description and Person Specification.

You are warmly invited to arrange a visit to the school and to discuss the position further with the Headteacher, Miss Mandy Bridges. Please telephone the school office to arrange this.

Fawkham CE Primary School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to pre-employment checks including, safeguarding, an enhanced DBS check, references and the right to work in the UK.

Please note applications will be reviewed on a rolling basis and selected candidates will be contacted for an interview so early application is encouraged. We reserve the right to close the advert when we are in receipt of sufficient applications and without notice.

Pay – Kent Range 5 £19,723 - £20,893 (pro rata)