



Sydenham School

Headteacher – Emma Wijnberg, BSc PGCE NPQH
Sydenham School Dartmouth Road London SE26 4RD
Max School Roll: 1450

Finance/Admin Assistant Required as soon as possible

Mon-Fri – 35 hours per week – Hours 8.30 am to 4.30 pm

Term Time + Inset (39 weeks)

Salary Sc4 (pt 8-10) £29,859 - £30,771 (fte)

Actual pro-rata salary for TTO + Inset - £25,795 - £ 26,583 per annum

Sydenham School has a new opportunity for an outstanding individual to join them as a Finance/Admin Assistant. You will be required to support the School Business Manager and Office Manager in all aspects of Finance and whole school general administration.

The successful candidate will also be able to maintain accurate computer-based and paper-based information with speed and accuracy. The role requires a committed and efficient person who has proven school administration experience.

Applicants must have knowledge of ACCESS, ParentPay and Microsoft Office packages. Experience of working with BROMCOM and in the education sector is desirable. This will be tested at interview.

We believe that all our students can perform exceedingly. Sydenham School can offer you a professional challenge and a rewarding opportunity, working with a collaborative Senior Leadership Team that is passionate about the achievement and progress of every student in all areas.

If you are interested in an opportunity to build on established success, an application pack can be downloaded from our website at:

<https://www.sydenham.lewisham.sch.uk/about/vacancies>

Alternatively further details can be obtained from our HR Department: 0208 699 6731 x 424

The closing date for applications is 9.00am on Friday 8th November 2024

Interviews Date to be confirmed

***We reserve the right to close this vacancy early if we receive sufficient applications for the role.
Therefore, if you are interested, please submit your application as early as possible.***

The school is committed to the promotion of equal opportunities and diversity. We have a clear commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is the 'golden thread' that runs through the school. The successful applicant will be required to complete an Enhanced Disclosure for the Disclosure and Barring Service (formerly known as the Criminals Records Bureau).

Original evidence of the right to work within the United Kingdom will be required prior to commencement of employment i.e., National Insurance Number, Work Permits or Indefinite Leave to Remain. If the applicant has lived/worked overseas for 12 months or more since the age of 18, they will also be required to obtain a Certificate of Good Conduct from the country(ies) they lived/work in at their own expense and provide these for our records.