



Finance and HR Assistant

Salary – C Grade – Full Time Equivalent £21,190 to £22,215 per annum

(Pay award pending)

30 to 37 hours per week (salary will be pro rata for part time), 52 weeks per year

Benefits include 24 days' annual leave plus bank holidays, increasing with service, and Local Government Pension Scheme

Park Community School offers a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

We are looking for an efficient Administrative Assistant to join our team working within the admin office of the school. This role will be supporting both the Finance and HR teams with administrative tasks, including accounting, banking, payroll and general personnel or marketing admin duties as required.

The ideal candidate will have experience of working in a busy office whilst ensuring a high level of confidentiality and accuracy, and will be proficient in using Microsoft Windows packages, including Excel spreadsheets. Knowledge of SAP and/or Sims packages would be an advantage but is not a prerequisite for this role.

We are looking for an enthusiastic, proactive person with strong communication and organisational skills and a high level of attention to detail.

We are committed to ongoing development, so can support you in achieving relevant further qualifications or continuing your studies through an apprenticeship qualification if you wish to do so.

All roles within our school also include other school activities to support students, for example, break duties, reading with students and supporting exams.

To apply for this position, please download an application form from www.pcs.hants.sch.uk/employment.php. We look forward to hearing from you.

Closing date: 14 September 2023

Interview Date: To be arranged.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.