

THE RADCLYFFE SCHOOL

“Working Together for Excellence”



FINANCE ASSISTANT/STUDENT RECEPTIONIST

NJC SCALE 2 Points 11-13

£14,733-£15,444 (dependent upon service)

Hours: 36:40 per week, Full Year

We are looking to appoint a suitably qualified and motivated individual who will assist the Business Manager in the financial processes and maintenance of the purchase ledger system at the school and who is also able to provide a high quality reception service for our students. You must have excellent interpersonal skills, be numerate and have a flexible approach. Experience of using SIMS FMS6 would be an advantage but not essential.

For further details and application forms, please see our website:

www.theradclyffeschool.co.uk

Closing date for all applications is: **Friday 6th August 2010**

