

Finance and Administrative Assistant (SHaW Maths Hub)

The Shropshire Gateway Educational Trust

This role will involve leading and managing finance and administrative tasks for the SHaW Maths Hub. 1 day a week (Tuesdays) will be based at the lead school - Cleobury Mortimer Primary School and the other 3 days will be based in the Trust Central Team - Lacon Childe School.

This is a fixed term, term time only plus 2 weeks position.

Salary: Salary: NJC Scale points 12 - 17

Hours: 28 hours per week over 4 days 7 hours per day to include Tuesdays

Actual salary: pro rata for 28 hours and term time plus 2 weeks is currently £17,563.05 to £19,124.52. There is a pay award pending.

The Shropshire Gateway Educational Trust is looking to appoint a Finance and Administrative Assistant to work within our central finance team supporting the financial management, reporting and delivery of the SHaW Maths Hub work:

- You will work with integrity undertaking financial, administrative and organisational processes in line with Trust policies, procedures, protocol and SHaW Maths Hub requirements.
- Candidates should be able to demonstrate experience and an excellent knowledge of financial processing, be able to work with an attention to detail and ability to use various IT programs. They should be able to communicate clearly with a range of stakeholders.

For further information and to obtain an application form and full job description, please see our website at www.sget.org.uk. Please submit your application form and covering letter by email to HR@laconchildeschool.co.uk by **8 am Monday 10th June 2024**.

The Shropshire Gateway Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous child protection procedures are in place. Appointments are subject to an Enhanced DBS check, where applicable a prohibition from teaching check and other appropriate pre-employment checks. Applicants should read our safeguarding policy (available on our website) prior to application.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offendersact-1974>.