

Administration and Finance Officer

Part time – 3 days per week 8am-4pm

Term time (plus INSET days)

As a result of the retirement of our long-standing Office Manager, we are looking for an Administration and Finance Officer to join our expanding office team.

We are looking for a friendly, hardworking and enthusiastic individual to assist in the development and implementation of effective administrative and financial support within the school, ensuring all procedures are carried out effectively and efficiently and in accordance with Westfield Infant School policies.

As a school we can offer you;

A brilliant warm and welcoming team

Supportive Governing Board

Friendly and motivated children

A commitment to your own professional development

A wonderful working environment

Visits to the school are strongly encouraged.

Safeguarding statement

Westfield Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.