



Finance/Admin Administrator

35 hours per week – term time only to include training days/twilights

8/8.30 am to 3.30/4 pm Monday to Friday

There is potential for some flexibility/negotiation around these times/hours which can be discussed at interview.

Grade D

Permanent Contract – to commence as soon as possible

Springwater School is a successful and popular all-age special school catering for pupils with a wide range of challenges and needs.

The post holder will be part of a dedicated school team, and we will provide you access to training support and professional development.

Springwater School is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children and satisfactory references.

Further details including qualifications required – level 2 in Education eg Maths/English or equivalent level of financial experience (desirable not essential) in order to gain the necessary skills required for this role - and application forms are available from:

Email: hnewton@springwater.n-yorks.sch.uk

Closing date: **by 10 am on Friday 30th April 2021**

Interviews: **Thursday 6th May 2021**

**Springwater School
High Street
Starbeck
Harrogate
North Yorkshire
HG2 7LW**