

Somerset County Council



## Shepton Mallet Community Infants' School & Nursery

Waterloo Road, Shepton Mallet, BA4 5HE

Tel: 01749 342322

Email: [sheptonmalletinfants@smcis.org](mailto:sheptonmalletinfants@smcis.org)

Headteacher: Mrs Honoria Thompson



**"Where Children Come First."**

### Finance Assistant

Shepton Mallet Community Infants' School & Nursery

Headteacher: Mrs Honoria Thompson

Tel: 01749 342322

Email: [sheptonmalletinfants@smcis.org](mailto:sheptonmalletinfants@smcis.org)

Hours: 10.00am - 1.00pm, Monday to Friday, **term time only**

**Starting as soon as possible**

£18426 - £19171 pro rata (£9.81 - £10.21 per hour)

Shepton Mallet Community Infants' School & Nursery is a five class school and 0-4 Nursery in the centre of Shepton Mallet, with a happy, hardworking, dedicated team of staff. We are looking for an enthusiastic, adaptable and capable person to join our successful team.

This post is for a Finance Assistant to support our School Administrator and Education Finance Officer with routine financial administration and designated administrative tasks. You will need experience of working in a finance environment and be competent with IT in particular using spread sheets and databases. Ideally you would have some experience of working with SIMs and FMS in a school environment, although this is not essential. You will need at least 5 GCSE/O' Levels or equivalent including Maths. A good standard of English and the ability to work under your own initiative and organise your workload is essential. In addition, you will have excellent communication skills, be flexible and numerate as well as being a team player and having a rapport with the children.

The appointment will be subject to all relevant employment checks. Shepton Mallet Community Infants' School & Nursery is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. The post is subject to suitable references, medical clearance and criminal background checks by the Disclosure and Barring service.

**Closing Date:** 12 noon Thursday 1<sup>st</sup> October 2020 **Interview date:** Wednesday 7<sup>th</sup> October 2020

**Applications only by completion of the official application form downloadable from the SCC vacancies' website. Applications will be accepted by post and email.**



Web:  
[www.sheptonmalletinfants.co.uk](http://www.sheptonmalletinfants.co.uk)

VAT Registered Number: 131254412

