

Administrative, Human Resources and Finance Officer

To start asap



Grade: Scale SO2 (£34,689 - £35,949)
Spine Points: 27 - 29
Hours: 35 hours per week, 52 weeks per year all year round



Reay Primary School is a little oasis in the heart of South London. We are a one form entry school that is a fun, creative and an exciting place to be. We believe that every child is an individual and should be treated that way. At the heart of Reay is the belief that happy children are successful children. If you would like to find out more then carry on reading...

We are an inclusive and happy school where all children and staff have opportunities to develop and learn in a supportive environment. We are proud of our pupils and staff. We have high expectations of the pupils' achievement in terms of academic attainment and we place great value on building children's self-confidence, spirit of creativity and their sense of responsibility.

We are looking to recruit **an Admin, HR and Finance Officer** to our happy and creative school. We wish to appoint a professional and enthusiastic individual who will be committed to working as a member of our Admin Team.

If you support our values and would like to work with us please make an appointment to visit the school to see for yourself and request a recruitment pack.



Further information:

To obtain a recruitment pack, including Job Description and Person Specification, please **visit our website www.reay.lambeth.sch.uk** or e-mail **finance@reay.lambeth.sch.uk** or contact **Tuija Sequeira on 020 7735 2978**.

Closing Date for the receipt of completed application forms: Monday 24th January 2022 at 12 noon. Interview Date: Thursday 27th January 2022.

How to Apply:

Please send your completed application form to: Tuija Sequeira, Reay Primary School, Hackford Road, London SW9 0EN or email to: **finance@reay.lambeth.sch.uk**

Headteacher: Caroline Andrews



Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

Successful candidates will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Further information about the disclosure can be found at www.gov.uk/dbs and in the recruitment pack.

Lambeth aims for quality services and equal opportunities for all.