



SENIOR FINANCE AND ADMINISTRATION OFFICER

(permanent contract)

37 hours / week term time only + 3 weeks

Grade 8 (SCP 26-28, £23,866 - £25,463 pro rata)

Bridgnorth Area Schools' Trust (BAST) is a multi-academy trust comprising Oldbury Wells secondary school, St Leonard's CE Primary School, Castlefields Primary School and Alveley Primary School, all based within the Bridgnorth area.

We are offering an exciting opportunity for an experienced administrative supervisor to work in our administration and finance team under the direction of our Director of Finance and Business. We are looking for a professional with strong school and finance experience and school business qualifications. Initially, the post holder will be based at Oldbury Wells School but, as a member of the central team, will be required to work at any of our Trust schools.

If you feel you have the qualities to complement our existing team, then we would love to hear from you. Full details of the role and application process are available from our Trust website, www.bridgnorthareaschoolstrust.co.uk (vacancies). Completed application forms should be returned to Mrs Karen Cook, Director of Finance and Business, c/o Oldbury Wells School or by email to karen.cook@oldburywells.com by 9am on Monday, 10 December 2018.

Please note CVs will not be accepted.

This post is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. The Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Closing date: 9am, Monday 10 December 2018