



Post Title:	Part Time Finance/Administration Assistant
School:	Woodside Academy
Location:	Colyers Lane, Erith, Kent, DA8 3PB
Status:	Permanent
Hours:	21 Hours 15 mins per week
Working weeks per year:	39
Grade:	BEX 05
Post Start Date:	September 2021
Closing Date for Applications:	Midday Wednesday 14th July 2021

Your Opportunity

We are seeking to appoint a versatile and experienced part time Administration & Finance Assistant to support our busy school and finance office. This varied role will include front of house reception duties, general school office admin work and financial support for the finance department. Your time will be split between these various elements and you will also provide cover for the school office during lunch time. We expect the working hours will be 10.15am to 2.15pm Monday to Friday, term time.

We are interested in someone:

- With relevant school office experience, including SIMS, Parentmail.
- Who is very well organised and good at prioritising and able to work at a fast pace.
- Who is a good communicator and used to dealing with the public.
- Who has experience with purchase ordering and using a school finance system
- Enjoys working in a busy environment and has a flexible approach.

In return we can offer you:

- To work in a safe, successful and inclusive school community.
- To have access to a wide range of resources and support to help you in the role.
- To work as part of an experienced, friendly and supportive office team.
- A commitment to opportunities for your professional development.

About Woodside Academy

Woodside Academy is an all age special school, (EYFS-Post 16, for pupils with a primary diagnosis of autism). The school is a flourishing and vibrant learning community located in the London Borough of Bexley. The school's motto is "All together better" and we are committed to achieving our shared goal of individual and collective excellence for all. Visitors to the school frequently comment on the warmth of the welcome they receive, as well as, how much pupils and staff enjoy being at school.

All posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across the school.

Woodside Academy is part of the Belmont Woodside Federation, which includes Belmont Academy and Bexley Music. The Federation joined the London South East Academies Trust, LSEAT, in April 2019.

For further information about the school, please visit: www.woodside.bexley.sch.uk

Further details about this vacancy, including the Job Description and Person Specification, are available to download from the downloads section below. Alternatively, if you wish to discuss the post further or arrange a visit, please contact Karen Bellett on 01322 350 123 or email officemanagerwoodside@bwf.education.

Your Application

To apply for this vacancy please download and complete the application form, from the downloads section below, paying particular attention to Section 4 of the form; to indicate how you satisfy the criteria set out in the Person Specification. Applications should be submitted via email to officemanagerwoodside@bwf.education. Alternatively, paper applications should be sent to Office Manager, Woodside Academy, Colyers Lane, Erith, Kent, DA8 3PB. CVs will not be accepted. The closing date for applications is as stated above.

References will be requested for applicants shortlisted for interview only and prior to interview. Only applicants shortlisted for interview will be contacted. Applicants invited to interview stage will be required to complete a Self-Disclosure form. An Enhanced DBS certificate will be required on provisional offer, including a check of the Children's Barred List. Further vetting checks, in line with the requirements of Keeping Children Safe in Education 2020 will be completed following a provisional offer of appointment.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. Woodside Academy therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Woodside Academy is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the School and potentially constitutes misconduct.

PLEASE NOTE: YOU CANNOT APPLY FOR THIS VACANCY USING THE 'APPLY' BUTTON BELOW. PLEASE SEE INSTRUCTIONS ABOVE FOR DETAILS OF HOW TO APPLY.