



*Blossomfield Infant School*

Eastcote Close, Shirley, Solihull B90 3QX

Tel: 0121 744 5522

[www.blossomfield.solihull.sch.uk](http://www.blossomfield.solihull.sch.uk)

**Finance/Admin Assistant**

**Job Status:** Permanent, Term time 38 weeks  
Part-time, 16 hours per week, 10am – 2pm, 4 days a week (to be agreed)

**Gross Salary:** Band B – gross £24,027 - £24,790  
actual salary £8,687.80 - £8,963.69

**Start Date:** As soon as possible

We are looking for someone who possesses strong financial skills and a friendly disposition to assist the School Business Manager. Applicants need to be committed and efficient, someone who communicates effectively, who is flexible and adaptable, professional and approachable and enjoys being part of a team, as well as being able to work independently. You will be required to work in a busy setting and undertake a wide range of financial, HR and occasional administrative/reception duties.

**Essential Qualifications and Skills:**

Applicants must hold GCSE Grade A to C Maths and English or equivalent, or NVQ3 in Business/Financial Administration or equivalent. Experience of working in a school environment would be advantageous.

Only applicants who meet the Essential Criteria in the Person Specification will be considered.

The successful candidate will be required to apply for a DBS check at an enhanced level. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory references.

**Closing Date:** 24 February 2025 at midday

**Interview Date:** 28 February 2025

Only successful applicants will be contacted after the closing date.

Further information is available on West Midlands Jobs at: [www.wmjobs.co.uk](http://www.wmjobs.co.uk)

Please note we do not accept CVs.

**Applications and requests for further information should be submitted to:**  
[recruitment@blossomfield.solihull.sch.uk](mailto:recruitment@blossomfield.solihull.sch.uk)