



Finance & Admin Officer

Central Team currently based at Tudor Academy

Salary Range: Grade 5 SCP 13

FTE Salary 26,040pa

Required for 36 Hours per week on a permanent basis, term time (including INSET days) plus 3 weeks during school holidays (Part-time, compressed/hybrid working and other suggestions would be considered)

Passion – Urgency – Positivity – Aspiration – Commitment

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

We are looking to appoint a Finance & Admin Officer to join the central team based at Tudor Academy.

We can offer you:

- enthusiastic children, who are keen to learn;
- a dedicated leadership team, who are committed to supporting and developing colleagues;
- excellent professional development and promotion opportunities;
- membership to Perkbox discount scheme;
- subsidised private health care with Benenden;
- a free school lunch when working in school.

Our ideal candidate will:

- See Person Specification requirements

You are welcome to contact us for an informal discussion about this post prior to application, please contact Yasmeen Ammantoola to make arrangements yasmeen.ammantoola@stepacademytrust.org

The Job Description/Person Specification and Application Form, to apply for this position, can be downloaded from the STEP website – <https://www.stepacademytrust.org/working-for-step/> listed under: External Vacancies/Non-Teaching Vacancies/Finance & Admin Officer

Completed application forms with supporting statements written in line with the person specification should be returned by email to: centralrecruitment@stepacademytrust.org, CVs are not accepted.

STEP Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Applicants must hold the right to work in the UK.

This post is subject to an Enhanced DBS check and satisfactory references.

Closing date: Tuesday 4th October 2022

Interviews: Tuesday 11th October 2022