



CHRIST CHURCH MORETON C of E PRIMARY SCHOOL Upton Road, Moreton, Wirral CH46 0PB

VACANCY

Finance Assistant

Permanent, Term Time Role for 20 hours per week across 39 weeks of the year

**Annual Full Time Equivalent Salary £19,171 which is based on 36 hour working week
(Actual Salary pro-rated for 20 hours per week over 39 weeks of the year)**

Required for 6th January 2020

The Governors are seeking to appoint an enthusiastic, friendly and talented Finance Assistant to join our team of staff who have the privilege of working at Christ Church Moreton C of E Primary School.

You will be contracted to work four hours per day in school and be part of the administrative team, led by the Business Manager.

The successful candidate will be:

- highly organised, numerate and pay attention
- self-motivated, enthusiastic and hardworking
- able to use initiative and work independently as well as being committed to working as part of a team
- a good communicator with excellent literacy and ICT skills
- flexible and adaptable, with the ability to work calmly under pressure

If this sounds like you, please complete our application form and tell us why you are the best person for this role in no more than 1 page of A4, by way of a covering letter. We do not need your C.V.

Applications should be sent to Mrs D. Brisco, School Business Manager at the school address

Closing Date: 3pm on Monday 2nd December 2019
Interviews to take place: Week commencing 2nd December 2019

The school is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. You will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.

“Love must be completely sincere. Hate what is evil, hold on to what is good. Love one another warmly as Christians, and be eager to show respect for one another. Work hard and do not be lazy. Serve the Lord with a heart full of devotion. Let your hope keep you joyful, be patient in your troubles, and pray at all times.”

Romans 12:9-12

Mission Statement

Together we can do all things through Christ who strengthens us

Our mission is to love all children who are part of our community helping them develop respect, tolerance, self-confidence and to become the best they can be.

We will support our children to develop their God given gifts to the full and encourage a life-long passion for learning which will successfully lead them into secondary school and beyond.

As a church school at the heart of Moreton community, our work is underpinned by the Christian values of *friendship, humility, forgiveness, compassion, justice and service* which Jesus helps us to achieve.

We are a welcoming, caring and inclusive school committed to working in partnership with parents, governors, Christ Church and Chester Diocese Academy Trust.

We strive to provide a rich and varied curriculum which reflects God's concern for the whole child; promoting spiritual, moral, cultural, physical and emotional wellbeing alongside academic excellence and independence.

As a school community, we all work together to provide the very best for our pupils and families; firmly believing that:

Together we can do all things through Christ who strengthens us