



Staff Vacancy – Finance Assistant

We are looking for a finance assistant to join our happy and dedicated team at Wivelsfield School. The school is situated in the heart of the village, near both Haywards Heath and Burgess Hill and benefits from spacious modern premises and well cared for grounds.

The post is for 8 hours at mutually agreeable times. The actual salary would be £3,651 with a predicted increase.

We are looking for a well organised, enthusiastic and reliable person to work in our busy school office. The job will involve computer work, processing purchase orders and payments. Training and support will be given. An apprentice would be considered.

Please see the job description for more detail.

Visits to the school are welcome and candidates should contact our Business Manager, Ann Hill, to make arrangements.

The job description and an application form can be downloaded from the website or we can email one to you.

If you would like further information please email Ann Hill, our Business Manager, at annah@wivelsfield.e-sussex.sch.uk.

Closing date for applications is the 1st September at 9am and the interviews will be later that week.