



**Eynsham Partnership Academy Trust –
Cropyedy C of E Primary School
Administration and Finance Officer**

Responsible to: Headteacher	Salary: £29,269 FTE (£14,823.14 actual)
Hours: 21 hours per week –for 40 weeks per year	Duration: Permanent
Main Location: Cropyedy C of E Primary School *	

We are looking for an organised and enthusiastic person to join the Cropyedy C of E Primary School Administrative team. This role will be responsible for delivering comprehensive and consistent administrative and financial support for the school with a small team of administrators.

Being an effective team player, you will have relevant experience within a school or similar environment along with excellent numeracy and literacy skills. You will also have well developed IT skills although full training will be given in the use of our specific Financial and HR packages. Ideally the successful candidate will hold a relevant NVQ3 qualification or relevant experience.

To find out more about this opportunity, please view the job description. Applications must be made using the EPA application form and returned to: office.3000@croppedy.oxon.sch.uk Please note we do not accept CVs without a fully completed EPA application form.

Closing date: Monday 29 April 2024, 9.00am

Interviews: Date to be confirmed

Cropyedy C of E Primary School and the Eynsham Partnership Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.