



Admin & Finance Assistant

Puddleducks Nursery & Pre-school is looking to appoint an Admin & Finance Assistant who is: experienced; friendly; creative; flexible; committed; hard working; and has a good sense of humour to be a key member of our team.

Puddleducks Nursery & Pre-School is part of King Alfred Trust, along with Pewsey Primary and King's Gate Primary Schools. You will be working alongside our King Alfred Trust admin team and be line-managed by the Chief Financial Officer of the Trust. We are seeking to appoint someone who wants to help to make a positive difference for our children and who will share our passion for learning and fun.

Do you have what it takes?

We can offer you:

- Well-motivated children;
- Supportive parents and Trustees
- Friendly colleagues
- Good induction procedures;
- Further opportunities for development.

We are seeking to employ someone who:

- Is a great communicator, friendly and approachable.
- Relates well to a wide range of people.
- Is resourceful and can work using own initiative
- Is confidential
- Able to manage and prioritise their own time and workload
- Who is open to learning new skills – finance and admin
- Is able to adapt to the needs of the business on a day to day basis

Start Date: 1st August

Hours: 9.30am – 12.45 Daily – 52 weeks per year + holiday entitlement

Hourly rate: £11.93

Closing Date: Tuesday 23rd July

Interview Date: Thursday 25th July

Please visit our website for further information about the setting or contact Amy Spence, our Manager, for a tour of the setting. 01672 562371

Please contact Helen Johnson, Admin Officer at Pewsey Primary School, for an application form.

admin@pewsey.wilts.sch.uk

King Alfred Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.