



# Spalding Parish Church of England Day School

**Finance & Admin Officer**  
**20 hours per week**  
**Start Date – 1<sup>st</sup> June 2020**  
**Salary – LAAT G5 (£19,503 to £22,127)**

The Lincoln Anglican Academy Trust (LAAT) is a multi-academy trust formed by the Diocese of Lincoln. We are a growing and thriving family of schools who are dedicated to providing an excellent education for pupils across Lincolnshire.

The position of Finance & Admin Officer is a newly created post to support the Spalding Parish C of E Day School. This is an exciting opportunity for a Finance & Admin Officer to work in a large Primary School based in Spalding. The successful candidate will be responsible for undertaking a range of day to day HR and Finance activities.

You will have a strong customer focus and be able to provide a high-quality service to our school and the central team. You must be comfortable working with computerised accounting packages and have sound IT, Excel and Word skills. Excellent interpersonal skills are essential, as the post holder will be required to communicate with a variety of stakeholders on a daily basis.

The ideal candidate will:

- Have experience of working in a finance and administrative role,
- Be able to use judgement and escalate issues when necessary
- Have the ability to prioritise their workload in a busy team environment and work to deadlines
- Understanding requirements of handling confidential and sensitive information
- Support the Schools Christian ethos and values

We can offer you:

- A supportive and dynamic team
- Opportunities for salary progression within the proposed grade and the opportunity to support a growing Trust

Previous experience within an education setting would be advantageous but is not essential.

Should you wish to discuss this post further you are more than welcome to contact Jane Williams, School Business Manager on 01775 722333 or visit [www.thelaat.co.uk](http://www.thelaat.co.uk)

Application forms can be downloaded from [www.thelaat.co.uk](http://www.thelaat.co.uk) and completed applications should be sent to Jane Williams, [jane.williams@spaldingparish.lincs.sch.uk](mailto:jane.williams@spaldingparish.lincs.sch.uk)

Closing Date: Friday 15<sup>th</sup> May 2020  
Interview date: TBC



Clay Lake, Spalding, Lincolnshire, PE11 2QG  
Tel: 01775 722333  
[enquiries@spaldingparish.lincs.sch.uk](mailto:enquiries@spaldingparish.lincs.sch.uk)  
[www.spaldingparish.lincs.sch.uk](http://www.spaldingparish.lincs.sch.uk)  
Follow us on Twitter: @SPCEDS  
Head Teacher: Diane Mulley

The LAAT promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.

The LAAT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an Enhanced criminal record check via the DBS.



Clay Lake, Spalding, Lincolnshire, PE11 2QG

Tel: 01775 722333

[enquiries@spaldingparish.lincs.sch.uk](mailto:enquiries@spaldingparish.lincs.sch.uk)

[www.spaldingparish.lincs.sch.uk](http://www.spaldingparish.lincs.sch.uk)

Follow us on Twitter: @SPCEDS

Head Teacher: Diane Mulley