



## **BISHOP WORDSWORTH'S SCHOOL**

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Headmaster: Dr S D Smallwood, BSc (Hons) PhD NPQH

### **Trips & Finance Administrator**

**Required: Tuesday 23 April 2019**

**25 hours a week/ 39 weeks a year**

**Monday – Friday 09:30 – 14:30**

**BWS Support Staff pay scales Grade E Points 17 - 19 (£18,044 - £19,086 FTE)**

**Actual pay for 39 weeks £10,347.73**

**This post will remain open until filled**

Located within the Finance office, we are seeking a motivated, flexible and friendly team player with excellent organisational skills to oversee and coordinate all aspects of school trips at BWS as well as assisting with general admin tasks within the Finance department.

As trips administrator, you would be the main point of contact for all trips, working closely with the trip leaders and other internal and external agencies, coordinating the admin behind each trip to ensure all procedures and statutory guidance are met.

As finance administrator, you would manage & maintain the Wisepay system, check and record payments and update financial records as well as other financial duties including purchase ordering.

The role demands a high degree of flexibility, excellent organisational skills, strong verbal and written communication skills, attention to detail, problem solving and proficiency in Microsoft Word and MS Excel.

We will offer you:

- Term time working
- A friendly and supportive team
- Local Government Pension Scheme

For further details and application form please visit the school website [http://www.bws-school.org.uk/The\\_School/Vacancies/](http://www.bws-school.org.uk/The_School/Vacancies/).

Applications are accepted by post and email. CV's will not be accepted. For queries please contact: Mrs A Lloyd-Gilmour, HR Manager  
[alg@bws.wilts.sch.uk](mailto:alg@bws.wilts.sch.uk).

**All posts are subject to a Disclosure and Barring Service check**

*Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant pre-employment checks including satisfactory references and medical clearance.*