

The St. Bart's Academy Trust

St. Bart's Academy Trust Vacancy Details



Position: Accounts Assistant

Closing Date:	Friday, 20 November 2020	
Grade:	Level 5	
Salary:	£20,092-£22,183 per annum pro rota	
Location:	St. Bart's Academy Trust	
Contract Type:	Permanent	
Contract Term:	Term Time Only	Immediate start date available
State hours and work patterns if Part Time	25 hrs (term time only plus 2 weeks)	

Job purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children of St. Bart's Academy Trust are seeking to appoint a Level 5 Accounts Assistant.

At St. Bart's Academy Trust the children come first. High expectations, mutual trust and respect are underpinned by a warm, supportive ethos. In the best interest of our children we work very closely with our partner Academies. The successful candidate will be working alongside a team of caring, enthusiastic, dedicated staff, who are well-supported by their Central Leadership Team.

We offer you an academy with:

- A dedicated, hardworking and able team
- A friendly, supportive, hard-working environment where everyone is valued
- A strong, effective and experienced Central Finance Team
- Excellent support and CPD opportunities
- Exciting links and joint professional development with St Bart's Multi-Academy Trust partner Academies

Our successful candidate will:

- Have a proven track record
- Have the ability to further develop and enhance our high standards
- Be driven, enthusiastic and highly motivated
- Be able to establish excellent relationships with team members
- Have a passion for ensuring every child is included and really does matter

Closing date:

Closing date for applications is **Friday, 20 November 2020 12.00 noon**

Interviews:

Friday 27th November 2020

The St. Bart's Academy Trust is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

The St. Bart's Academy Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Appointments are subject to an enhanced DBS check and satisfactory references.

Application packs are available as follows:-

Website: www.sbmat.org/vacancies

Email: office@sbmat.org

Visits to the school are encouraged, please contact **Mrs Josephine Edwards** on **01782 235524** for further details and to arrange a visit.

Contact details:

Completed applications to be returned to:

Email: office@sbmat.org F.A.O. Josephine Edwards

Post: F.A.O. Mrs Josephine Edwards, St. Bart's Academy Trust, c/o Belgrave St. Bartholomew's Academy, Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP