



The Forge Secondary Short Stay School, Redditch

Easemore Road
Redditch
Worcestershire
B98 8HF

01527 597936

has64@theforge.worcs.sch.uk

FINANCE AND ADMINISTRATIVE ASSISTANT

Salary – Grade 3 SCP

(c. £7,167 - £7,569 per annum actual salary)

15 Hours per week term time only plus 5 TED days.

Hours of work TBC however a Monday and Wednesday are 2 working days required

We are seeking to appoint a dynamic and friendly Finance and Administrative Assistant to assist the Head Teacher in the Financial Management of the School. You will assist with the budget and finance management across the school including compliance and statutory requirements. You will be responsible for producing a weekly attendance report for the Attendance Officer and to assist the Business Operations Manager completing administrative tasks as and when required.

Experience of working in an educational setting in a similar role is desired along with experience of finance systems and policies.

If you think you have what we are looking for and would like to join our small, friendly and effective Business Operations Team, we would love to hear from you.

We have strong links with our partners across Worcestershire and we now operate as one school with a dedicated team of caring professionals with expertise in engaging and transforming the lives of young people who are at risk of exclusion or have been excluded from mainstream schools. We work as a Therapeutic Community and it is important that all staff have an understanding of the work completed at The Forge Secondary Short Stay School. This may require you attending training events at the School.

All of our work is underpinned by three principles around the meaning of the word Forge; Resolve, Progress, Transform. Our mission is to provide outstanding education and behaviour support services to pupils at risk of exclusion or to those who have been permanently excluded.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

Please return your completed application forms to Helen Silcox has64@theforge.worcs.sch.uk