



Alston Lane Catholic Primary School

Mr. M. FitzGibbon. BA Qts
Headteacher

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Re: School Business Support Officer 1

Dear Applicant

A vacancy has arisen for a business support officer in our busy school office starting in September, 14 hours per week over 2 days, Monday and Thursday.

We are looking to appoint a motivated and enthusiastic administrator with an approachable and friendly manner to join our dedicated team.

The work will be interesting and varied with an emphasis on accuracy, accountability and confidentiality. You will be required to have good literacy, numeracy and IT skills and be capable of working under pressure at times. Previous experience of accountancy would be desirable; however training will be given in various school administrative and financial procedures including the basic use of SIMS.

Further information about the school can be found on the school website at:

www.alston.lancsngfl.ac.uk

Application packs can be downloaded from the school's website or the Lancashire vacancies website.

The closing date for applications is 12pm on Tuesday 8th May.
Interviews will take place on Tuesday 22nd May during the morning.

Enhanced DBS clearance is required for this post.

The school is fully committed to safeguarding children's welfare.

Yours sincerely

Gill Airey
School Business Manager

