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| Moordown St John's CE Primary School |
| Vacancy | Accounts and Admissions Officer |
| Salary | Grade 4 SCP 7 – 9£13.26 to £13.69 hourly rate (£26,403 - £27,254 fte)  |
| Type of Contract | Part-time (12m fixed term in the first instance)Immediate start (or as soon as possible)15 hours per week, term-time only |
| We are seeking to appoint a highly organised and motivated Accounts and Admissions Officer, for an immediate start. The post is Monday to Friday, term time only including INSET days. The working hours are 15 hours per week. The exact working arrangements are to be agreed with the successful applicant, as there is some flexibility.As a valued member of staff, you will play a key role in ensuring the smooth and efficient running of our financial, administrative and admissions processes, while supporting our Christian ethos.Key responsibilities include:* Maintaining day-to-day financial and administrative systems in line with school policies and statutory requirements, under the direction of the Finance Manager.
* Overseeing school lettings and facilities in partnership with the Estates Manager and Senior Leadership Team, to ensure pupils have a broad range of extra-curricular opportunities.
* Coordinating pupil admissions, including the management of waiting lists, and liaising with parents/carers, Board of Directors, Local Authority and Diocese.

This is an excellent opportunity for someone with strong financial, organisational, and communication skills who is a team player and thrives in a busy and rewarding school environment.Electronic applications may be made via the Dorset Council https://jobs.dorsetcouncil.gov.uk/or DfE vacancies websites.*This School* ***values the diversity*** *of our workforce and welcomes applications from all sectors of the community. This School is* ***committed to safeguarding****, preventing radicalisation and promoting the welfare of children and expects all staff to share this commitment. If successful, you will be required to undergo vigorous pre-employment checks including Enhanced DBS clearance in line with the Government's safer recruitment guidelines.**This role is UK based and your Right to Work will need to be established as part of the appointment process.**This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.* *The School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.* |
| For further information please contact | Kerri Chant |
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| School website | www.st-johns.bournemouth.sch.uk |
| Closing date | 23.59 on Saturday 20th September 2025 |
| Provisional interview date | Friday 26th September 2025 |