

**FOREST HILL SCHOOL**  
**A SPECIALIST SCHOOL IN THE PERFORMING ARTS**

Dacres Road Forest Hill London SE23 2XN  
Roll 1370: Boys 11-16 yrs, Mixed 16-19 yrs (SFH6)  
Tel: 020 8699 9343

[www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)



## **Finance & HR Administration Assistant**

**Salary range: Scale 3, Spine Point 15-17**  
**(£20,580 - £21,252 per annum all year round full-time equivalent)**  
**Actual salary £17,558 - £18,132 p.a. pro rata**  
**39 weeks per year, term time only**  
**35 hours per week**

**Start : As soon as possible / January 2018**

We are seeking to appoint a reliable, hardworking and experienced individual to join our administration team as a Finance & HR Administration Assistant. The post-holder will be responsible for providing effective administration to the Director of Strategy & Resources.

We are looking for someone with excellent administration skills who is calm and confident when dealing with people, with a committed customer-focused ethic and a positive attitude to working within a team.

You will need to be familiar with Microsoft Office packages, Outlook email and experience of using SIMS database is essential, as would previous experience of working in a school environment.

If you think you meet our requirements and are interested in working in a busy, vibrant and successful school please visit our website at [www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk) for more information and to make direct online applications, which must be returned to [vacancies@foresthillschool.co.uk](mailto:vacancies@foresthillschool.co.uk) We do not accept CVs.

**Closing date for applications is 12 noon Wednesday 29<sup>th</sup> November. Interviews will take place Monday 4<sup>th</sup> December 2017.**

**Please note only shortlisted candidates will be notified, and that a timed skills' test forms part of the selection process.**

### **Safeguarding Statement**

Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS check.

### **Equal Opportunities Statement**

Forest Hill School 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.