



**Kents Hill Park School  
Finance and Administration Assistant**

37 hours per week / 40 weeks per year  
Monday – Thursday 8.30am – 4.30pm  
Friday 8.30am – 4.00pm

**Salary Scale Grade 3 (£17,173 - £17,972 FTE)**

**Required for September 2019**

Kingsbridge Educational Trust wishes to appoint a Finance and Administration Assistant for Kents Hill Park School - a new all-through free school for children aged 3 to 16, which opened in September 2018. This is an outstanding opportunity to join the team who will successfully develop this new school.

Kents Hill Park has both a secondary and primary phase. Eventually there will be 750 pupils in the secondary phase and 330 pupils in the primary phase, alongside a 26 place nursery.

We are looking for a dedicated, dynamic and conscientious colleague committed to team working who has a good level of IT skills and can carry out general administration duties, including financial administration. In return, the Kingsbridge Educational Trust will offer excellent conditions of service and outstanding support.

Application forms and further details are available on the Kents Hill Park School website: [www.kenthillpark.school](http://www.kenthillpark.school). Alternatively, please contact the Trust by email at [hr@ket.education](mailto:hr@ket.education).

Closing date for applications is 3pm on: Friday 1<sup>st</sup> March 2019  
Interviews to be held on: Friday 8<sup>th</sup> March 2019

**Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post prior to commencement.**