



# Our Lady of Peace Catholic Primary and Nursery School

## 'With Christ in our hearts, together we grow'

Headteacher: Mrs J Holden

Derwent Drive, Slough  
Berkshire, SL1 6HW  
Tel: 01628 661886

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### Finance & HR Officer required to start April 2022

**Contract type: Permanent**

**Job Salary: Level SCP 5, Range: SCP 15 – 23, £23,541 - £27,741 plus Local Fringe Weighing pro rata**

**Hours: 27.5 worked 9.00am – 3.00pm Monday – Friday (half an hour lunch), term time plus 1 week**

The Headteacher and Governors are seeking to appoint an energetic & organised person to join our friendly admin team and provide support to our Business Manager. You will be responsible for delegated aspects of finance, human resources and Health & Safety. You must be an excellent communicator both in the spoken and written word, with a good level of skill in using Microsoft Word, Excel and Office. In addition to excellent administration skills, you should have experience of using (or a willingness to learn) school budget and administration software (FMS) and information management (SIMS). Full training will be provided.

The ability to treat all information in confidence in accordance with GDPR and to understand safeguarding in the school context is a prerequisite of the job.

This position would suit someone aspiring to be a School Business Manager.

Within this supportive working environment, we can offer:

- Employee Wellbeing and Assistance Scheme
- An opportunity to join the Local Government Pension Scheme
- Continuing professional development (CPD)
- On-site parking
- Free Tea & Coffee for all staff
- Outside area to enjoy lunch in the Summer
- Catering facilities (home cooked & reasonably priced)

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We reserve the right to close this vacancy early if we receive suitable applications. If you are interested in working with us, please apply without delay

For an application pack, please download from the website [www.oloprimary.co.uk](http://www.oloprimary.co.uk) or contact Linda Shoard on 01628 661886 ext. 206 or email: [sbm@oloprimary.co.uk](mailto:sbm@oloprimary.co.uk) Only applications submitted on the School's (CES) application form will be accepted and can be emailed. Previous applicants need not apply.

**Closing Date: Friday, 4<sup>th</sup> March 2022 at 12noon**

**Interview date: Week commencing 7<sup>th</sup> March 2022**

*The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Appointment is subject to a satisfactory enhanced DBS disclosure and pre-employment checks.*

Email: [post@oloprimary.co.uk](mailto:post@oloprimary.co.uk)

<http://www.oloprimary.co.uk>

*In partnership with The Diocese of Northampton  
and Slough Borough Council, Department of Education*