



Admin and Finance Support Role

12 Hours Per Week Term Time Only

Required from November 2023 - July 2024 (with a possibility to extend dependent on Government funding)

Grade 3 SCP 5 - 6 £21,573 to £21,968 per annum pro rata

St Wilfrid's English Hub is one of 34 DfE appointed hubs in England. Our hub was established in 2018-2019 and we are now extending our team. We have a small office at St Wilfrid's Primary School in Sheffield, S7 2HE, where you would be based.

St Wilfrid's English Hub is seeking a motivated, enthusiastic individual to:

- Work with an existing admin and finance lead to support on a range of administrative tasks.
- Work with IT packages, including Word, Excel and PS Financials (training can be provided for PS Financials)
- Maintain records and undertake routine financial administration.
- Communicate with a range of stakeholders: including schools, the DfE, Literacy Specialist team, demonstrating excellent interpersonal, and oral and written communication skills.
- Take a role in event planning and organising.
- Any other general duties as required to ensure the smooth running of the English Hub.

Closing Date: **Monday 30th October**

Interview Date: **Wk beginning Monday 30th October**

For an application form and information pack, please email enquiries@stwilfridssheffield.co.uk

Our school is committed to safeguarding and promoting the welfare of children. The post is subject to an enhanced CRB check.