

Lakes Academies Trust

Has an opportunity for a

School Business Administrator Level 3 (Based at Knowles Primary School)

To start ASAP, 37 hours per week, 52 weeks per year

Salary £21,074 - £23,111

We are looking to appoint an experienced administrator to work within our Finance/HR team. You will support the CFO and School Business Manager, with finance and HR administration.

We are seeking an organised professional with effective communication skills, who is able to assist with the smooth running of the Finance and HR function. You will have excellent organisation and data entry skills, with the ability to prioritise and meet deadlines. You will assist with routine finance and HR administration, including processing invoices and the administration of the SIMs HR function. Experience of working with PSF accounting software and an understanding of SIMs is desirable but full training will be given.

We can offer you:

- The opportunity to work within an environment where you can make a difference
- A varied position
- Professional development

Candidates need to be able to demonstrate their own values at interview which match the ethos of our Trust.

Visits to our school are encouraged from applicants, for an application pack, please contact recruitment@lakesacademiestrust.org

Closing date: Thursday, 13th December mid-day. Interview date: Monday, 17th December 2018.

Lakes Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

An enhanced DBS is required for this post and references will be sought prior to interview.

[Knowles Primary School, Queensway, Bletchley, Milton Keynes MK2 2HB](#)