

Vacancy

Treviglas Academy
Part of The Roseland Multi-Academy Trust
Bradley Road, Newquay, Cornwall, TR7 3JA
Tel: 01637 872076
Website: www.treviglas.net

Finance Administrator

Permanent/Full Time Term Time

Grade F (Points 1 – 6)

**Salary Range: £20,450 - £22,885pa – reduced pro rata to
£17,493 - £19,576pa (actual salary)**

Employment: 37 hours per week, term time (38 weeks) plus 5 additional days.

Start date: As soon as possible

We are looking for a Finance Administrator to join our friendly and talented staff team at Treviglas Academy. Treviglas Academy is proud to be part of The Roseland Multi-Academy Trust which consists of three secondary and two primary schools. The Trust's mission is "to provide outstanding education for our communities, where everyone succeeds" and we put our staff at the heart of everything we do to create a team spirit in our highly successful schools.

This is a term time only position and the successful post-holder will benefit from the majority of the school holidays, although there will be a requirement to work an additional 5 days during the academic year. The Trust recognises the importance of staff wellbeing and has supportive policies and procedures in place, as well as collaboration opportunities across our settings. Our school settings have free parking facilities and, where there is a requirement to travel to different schools, mileage is paid.

The successful applicant will provide financial administrative support to Treviglas Academy and The Roseland Multi Academy Trust by leading, managing and supporting the financial functions of the school and liaising with the Trust's Central Team. As Finance Administrator you will be based at Treviglas Academy; however, you may be required to work at other settings within the Trust, as directed by the CEO or CFO.

Success starts with a great team and if you are looking for a new challenge we would welcome an application from you.

A job description and application form are available from our website at <https://www.treviglas.net>

Further details for this post are available from Mrs Rebecca Henwood: recruitment@treviglas.cornwall.sch.uk
Please note a completed application form needs to be submitted (CVs are not an accepted form of application).

Closing date for applications: Tuesday 21st February 2023 at 9 a.m.

Interviews are scheduled for: TBC

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. All shortlisted candidates will undergo online searches as part of the recruitment process and the successful candidate will be required to undertake an Enhanced DBS check.