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**Vacancy**

**Treviglas Academy**

**Part of The Roseland Multi-Academy Trust**

**Bradley Road, Newquay, Cornwall, TR7 3JA**

**Tel: 01637 872076**

**Website:** [**www.treviglas.net**](http://www.treviglas.net)

**Finance Administrator**

**Grade: F (Points 1-6)**

**Salary Range £17,286 - £21,473pa**

**(reduced pro-rata/actual salary £14,785 - £18,367pa)**

**Salary paid for 44.6 weeks per year**

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

School holidays will be classed as leave.

The Roseland Multi-Academy Trust currently consists of three secondary and two primary schools. The Trust’s vision is “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.

An exciting opportunity that has arisen for a Finance Administrator to join our friendly team at Treviglas Academy.

The main purpose of the role of Finance Administrator is to 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 Services Team. As Finance Administrator you will be based at Treviglas Academy, however, you may be required to work at other schools within the Trust, as directed by the CEO or CFO.

**What you’ll need to succeed:**

* Minimum of 2 years’ financial and administrative experience.
* Practical experience of working in a busy office.
* Drive and determination.
* A ‘can do’ and flexible approach with ability to positively adapt to changing priorities.
* Ability to work under pressure and independently with minimal instruction.
* Empathy with young people.
* Innovative and forward-thinking.

**What you’ll get in return**

* Hard-working and ambitious colleagues
* A genuine family atmosphere
* A school where everyone is known and valued
* Supportive atmosphere for everyone, both staff and students

Further details for this post are available from Mrs Angela Datlen (PA to Headteacher): 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:** Midnight on Monday 12 July

**Interviews to take place:** Friday 16 July

Safeguarding Statement:

The Treviglas Academy, part of The Roseland Multi Academy Trust, is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.