



Post: Finance Officer (part- time)
Start Date: February 2018
Salary: Dependent on experience

Hendon Preparatory School is a thriving co-educational Independent Day School in North London for children from 2 – 13 years.

We are seeking to appoint an experienced Finance Officer, to support the School Business Manager in all aspects of the financial and administrative management of the school.

This is an important role in the school for an organised person who can prioritise effectively, display flexibility and remain calm under pressure. The successful candidate must display attention to detail, be articulate and numerate and be able to demonstrate high standards of presentation, both verbal and written to reflect the nature of the school. The successful candidate will be expected to work 28 hours per week, over four or five days, all year around.

If you would like to join our highly motivated and talented staff, we should be pleased to hear from you.

For further details please visit the following link on the Hendon Prep School website:

<https://www.hendonprep.co.uk/why-hendon-prep/job-vacancies/>

Please e-mail application forms with a supporting statement to:
nisha.nathwani@hendonprep.co.uk

Please note that CVs alone will not be accepted

Closing date: **Noon Wednesday 27th December 2017**

Interview: **Wednesday 10th January 2018**

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.