

# Ghyllside Primary School

Gillinggate, Kendal,

Cumbria.

LA9 4JB

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Email: [admin@ghyllside.cumbria.sch.uk](mailto:admin@ghyllside.cumbria.sch.uk)

Headteacher: Mr.H.B.Davies (BA. Hons)

## School Finance & Administrative Assistant

Permanent, subject to probationary period, term time only

24 hours per week, split 10 hours Finance and 14 hours Administrative, flexible working days possible but Monday essential.

Salary Level: Scale Point 6 £25,989 (FTE) Actual salary £14,419 subject to 2026 pay award pending

Start Date: 1<sup>st</sup> September 2026

Plus, generous LGPS pension with employer contribution, Bike to Work Scheme, Staff Wellbeing support.

Ghyllside Primary School, situated in Kendal, is a thriving two form entry primary which promotes a holistic and vibrant education that prepares children for life in the 21<sup>st</sup> century. The Trustees are seeking to appoint a professional, detail-oriented, and highly organised Finance and Administrative Assistant to join our team. This key role will support the effective financial administration of the school, including processing financial transactions, maintaining accurate records, and assisting with budgetary and reporting activities. In addition, the successful candidate will provide administrative support and act as a welcoming first point of contact for pupils, parents, and visitors, contributing to the smooth and efficient operation of the school office.

The ideal candidate will have:

- Previous experience in a finance, administrative, accounts, or office support role, preferably within an educational environment
- An understanding of financial administration, including invoice processing, reconciliations, record keeping, and financial controls
- Excellent numerical accuracy and attention to detail, with the ability to manage confidential financial information
- Strong IT skills, including Microsoft Excel, Word, and Outlook, with experience of financial management systems being advantageous
- Excellent communication and interpersonal skills, with the ability to liaise effectively with staff, suppliers, parents, and external stakeholders
- Proven ability to manage competing priorities, meet deadlines, and maintain accuracy in a busy environment
- A professional, approachable, and customer-focused manner
- A commitment to safeguarding and promoting the welfare of children

Ghyllside Primary School is committed to safeguarding and the welfare of its children. Candidates for this post must supply a full employment history and will be subject to an enhanced DBS and barred check; appointment is conditional upon its satisfactory return. Please note that referees will be contacted prior to interview.

The standard application form and all further details are available from the school website [www.ghyllside.cumbria.sch.uk](http://www.ghyllside.cumbria.sch.uk)

Completed application forms can be emailed to [sbm@ghyllside.cumbria.sch.uk](mailto:sbm@ghyllside.cumbria.sch.uk) or can be posted.

- Closing date for applications: Friday 26<sup>th</sup> June 2026
- Interviews: Week commencing 29<sup>th</sup> June 2026
- Role start date: 1<sup>st</sup> September 2026

**Our Mission:** Ghyllside Primary School – Growing Hearts and Minds

**Our Values:** Inspiring Healthy Inclusive Nurturing Experiences