

**Headteacher: Mrs T Boddington**  
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Wednesbury  
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## VACANCY

**Post:** Finance & Administration Assistant  
**Grade:** Grade D – FTE- £27,254-£31,022  
Pro-rata - £24,319- £28,397 depending on service  
Real living wage supplements will be paid where applicable  
**Contract:** Permanent  
**Hours:** 37 hours per week  
**Weeks per year:** Term time plus one week

Required to start as soon as possible, subject to satisfactory clearances. The candidate must offer a degree of flexibility as required.

Old Park Primary School Governing Body are seeking to employ an enthusiastic, motivated, caring and suitably qualified Finance & Administration Assistant.

The Governors wish to recruit a Finance & Administration Assistant to work as part of the school office team, carrying out finance and administration duties.

Teamwork is an essential part of our ethos and we are committed to the professional development of all of our staff.

In return, we can offer:

- A welcoming and supportive staff team who work in imaginative and collaborative ways.
- A committed Governing Body who makes a great investment in professional development.
- A vibrant indoor and outdoor learning environment
- A chance to make a difference to young lives.

We are an outstanding school (OfSTED May 2024) with the school's contribution to local community cohesion and commitment to inclusivity being exemplary. It is staffed by people who give the highest quality of care and education to our pupils and give support and guidance to families.

Old Park is the site for the Wednesbury North Spoke Hub which offers a wide range of family and community support.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

If you are a committed and skilled person with energy and a desire to learn please contact the school for further details and an application form.

Application packs can be found on our school website via the following link:  
[Application form](#) or directly from WM Jobs.

Closing date:                    Monday 9<sup>th</sup> March 2026 at Midday  
Interviews:                    Thursday 12th March 2026

The school has a duty to safeguard our children and therefore expects all staff to adhere to our Safeguarding Policy and participate in annual safeguarding training. As part of the appointment procedure, all staff have to undergo a DBS disclosure which will report cautions as well as convictions.

If you are shortlisted for the position, we will also conduct an online search.

Our current Safeguarding Policy and privacy notices are available on our school website.