



Peterchurch, Herefordshire, HR2 0SG | 01981 550231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mr Paul Jennings

Required as soon as possible

Finance & Careers Admin Assistant
(HC04 equivalent £13.05 to £13.47 p/h) pending pay award
30 hours per week Monday to Friday

We are looking for a highly motivated, positive and flexible team player with excellent communication and organisational skills who enjoys working with Finance and administration and has relevant experience. The role is part time and term time only plus 3 days.

As Finance and Admin Assistant you will work as part of the integral finance team to assist in managing the financial aspects of the school and support with administration duties for both Finance and Careers. This is a diverse and rewarding role at the heart of school Finance and Admin operations.

Please visit our website www.fairfield.hereford.sch.uk to find out more about our outstanding school and to download an application pack. Please ensure your application makes clear how your experience to date will support you in making a success of this post, and what qualities, skills and experience you hope to bring to it.

This post is subject to full enhanced DBS clearance. Fairfield is committed to safeguarding young people and ensuring the wellbeing of everyone in our school community.

Closing date for applications: 25th May 2026. Interviews to be arranged for the following week.