Eastfield Infant & Nursery School
Pig Lane, St Ives, Cambs,
Tel: 01480 463958
Email: office@eastfield.cambs.sch.uk

School Receptionist & Finance Assistant (Temporary)
20 hours per week Term Time Only
Scale 2/ point 4

We are looking for a friendly and organised individual to provide an efficient reception service and support the day-to-day administration of our busy school and nursery.

Alongside reception duties, you will provide administrative support across both the school and nursery, assisting with attendance processes, pupil records, communications and general office administration. The role also includes supporting the School Business Manager with financial administration, including processing orders and invoices and producing nursery invoices.

We are looking for someone who:

- Has excellent communication and interpersonal skills.
- Is organised, reliable and able to prioritise competing demands.
- Demonstrates a high level of attention to detail.
- Can work efficiently both independently and as part of a team.
- Has good IT skills and a willingness to learn new systems.
- Understands the importance of confidentiality and safeguarding within a school environment.

In return, we can offer:

- A friendly and supportive team environment.
- The opportunity to work in a vibrant school community.
- Training and development opportunities.

If you enjoy working with people, have strong administrative skills and would like to contribute to the smooth running of our school, we would love to hear from you. Previous experience of working within a Finance department and experience of working with databases is desirable

Closing date: Thursday 12th November 12pm
Interviews: Tuesday 17th November

For further information and an application pack, please visit our website:
https://www.eastfieldinfants.org/vacancies/

Eastfield Infant and Nursery School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake a check by the Disclosure Barring Service. In addition, please note in accordance with Keeping Children Safe in Education (KCSIE,2026) guidance, paragraph 221, an online search will be carried out on all shortlisted candidates as part of our due diligence process, prior to interviews taking place.