



The Horsell Village School
Church Hill
Horsell
Woking
GU21 4QQ

Tel: 01483 714804
Fax: 01483 769670
email: reception@horsell-village.surrey.sch.uk
web site: www.horsell-village.surrey.sch.uk

**We have a vacancy for a
Part-time Finance and Premises Assistant
for 30 hours per week, over 5 days**

We are looking for a Part-time Finance and Premises Assistant
to join our dedicated hard-working team.
Do you have day to day experience of working in a school?

This will be a permanent position commencing 1st January 2021 though we would like
the successful candidate to work for one week in December 2020,
to ensure a smooth hand-over.

Salary scale SWAN 5 (currently £21,593pa to £23,834pa full time equivalent)

Details and application form can be downloaded from our website.
www.horsell-village.surrey.sch.uk

The contract is for 40 weeks a year.

*The Horsell Village School is committed to safeguarding and promoting the welfare of
children and young people and expects all staff and volunteers to share this
commitment. An enhanced Disclosure and Barring Service check will be sought from
the successful applicant.*

Closing date: Friday 6th November 2020 at 12 noon

Applications must be emailed to reception@horsell-village.surrey.sch.uk

Short listing: Friday 6th November 2020

Invitation to attend interview: Friday 6th November 2020

Interviews: Friday 13th November 2020

*The Horsell Village School is part of The SWAN Trust, a charitable company limited by
guarantee and registered in England and Wales with company number 08622047. The
registered office is The Horsell Village School, Church Hill, Horsell, Woking Surrey GU21 4QQ*