

**THE ROBERT CARRE TRUST  
(CARRE'S GRAMMAR SCHOOL AND  
KESTEVEN AND SLEAFORD HIGH SCHOOL)**

Northgate, Sleaford, Lincolnshire NG34 7DD

Tel: 01529 302181

**FINANCE ASSISTANT (PAYROLL)  
NJC12-18 (£22,433-£24,982) *pro rata*  
35 hours per week/42 weeks per year**

The Robert Carre Trust is looking to appoint a Finance Assistant with specific responsibility for payroll on a 1-year fixed contract.

We are looking for someone who:

- Has experience of working in finance, preferably with payroll and pension experience and within a school environment;
- Is hardworking and adaptable;
- Has good interpersonal skills and has empathy with children and young people;
- Is available to work at short notice.

The full Job Description and Person Specification is on the website of both schools.

Please return completed application forms, also available on our websites, to Mrs J Body, PA to the Executive Headteacher of the Robert Carre Trust (email: [Julie.body@carres.uk](mailto:Julie.body@carres.uk)) by midday on Friday 12 November 2021. CVs alone will not be accepted.

As part of the Robert Carre Trust we are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment and to undergo enhanced DBS checks.