



# *St Mary's Catholic Primary School*

*Headteacher: Mrs Helen Armstrong*

*Diocese of Plymouth*

## **Finance Assistant – to start as soon as possible**

20 hours per week, daily Monday to Friday, term time (including 5 inset days) 9:00am – 13:00pm

Salary Spinal Point 18-21 (£19,777 - £21,528 pa pro-rata) dependant on experience.

We are looking for a dedicated, highly motivated and enthusiastic individual to contribute to our vibrant, caring and inspiring multi-cultural Catholic school.

In this key role, you will: -

- Have experience of working in a finance role within a demanding office environment
- Have effective communication skills, excellent numerical skills and exceptional attention to detail
- Be a proactive and well organised individual with a meticulous approach to your workload
- Be enthusiastic and resourceful with a keen drive to succeed and ensure the highest standards are delivered consistently
- Good personal organisation and time management skills
- Awareness and understanding safeguarding measures, experience of working in a school setting would be ideal
- Good understanding of Health and Safety regulations

St Mary's Catholic Primary School is fully committed to safeguarding and promoting the welfare of children and we implement all elements of the safer recruitment process. This post is subject to an enhanced DBS check

If you feel you would enjoy the challenge that this role offers, we would be delighted to hear from you. Please email the School Office [office@st-marys.poole.sch.uk](mailto:office@st-marys.poole.sch.uk) for any further information.

Please apply via the links attached, alternatively CES Application forms are available on our website <https://www.st-marys.poole.sch.uk/> , please send completed application forms to the above email address.

## **Please note CVs will not be accepted.**

Covid secure visits to the school are warmly welcomed. Please call the school office on 01202 676207 to arrange a visit. Please be aware that the school will be closed 18<sup>th</sup> December 2021 – 3<sup>rd</sup> January 2022 inclusive.

Closing Date: 14<sup>th</sup> January 2022

Interview date: tbc

Shortlisted candidates will be notified by email or telephone.