

SACRED HEART CATHOLIC HIGH SCHOOL
Fenham Hall Drive
Newcastle upon Tyne
NE4 9YH
Tel: 0191 2747373 Fax: 0191 2751939
e-mail: recruitment@shhs.org.uk
website: www.sacredheart-high.org



11-18 Girls Roman Catholic School

FINANCE OFFICER WITH ADMINISTRATIVE DUTIES

Term Time 37 hours per week + 5 call days
Salary: N5 £22,627 - £24,491 (£19,346 - £20,940 pro rata)

An enthusiastic Finance Officer/Administrator is required to support our strong and supportive administration team. You will need to enjoy working in a very busy environment and have excellent organisational, communication and IT skills to give effective finance and administrative support to the school. Experience of working in a school is not essential, applications from all office backgrounds are welcome.

We are a heavily oversubscribed school and SCITT (School Centred Initial Teacher Training), graded outstanding in all categories by Ofsted in November 2013. Our excellent buildings are situated on a lovely green site on the fringe of the City.

The Local Governing Committee are committed to safeguarding and the protection of its pupils. The post is subject to an Enhanced DBS check.

Application forms and further details are available on the school website and returnable to: recruitment@shhs.org.uk

Closing date: 9.00am Tuesday 1st March 2022
Interviews: Week commencing 7th March 2022
For applications via email, please send to
recruitment@shhs.org.uk