



St. Joseph's Catholic Primary School

Wallsend Road,
North Shields,
Tyne and Wear.
NE29 7BT

Tel: 0191 2573097

Email: info@stjosephsrc-primary.co.uk



Headteacher: Miss C Hedley

Required for September 2022

Finance Officer /Office Manager

Permanent: Full Time– term time plus 5 days

Salary: Grade N06 £26,446 - £29,174 per annum pro rata, Actual salary £22,611 - £24,944 per annum.

St. Joseph's Catholic Primary School are proud to be part of the Bishop Bewick Catholic Education Trust. The Local Governing Committee of St. Joseph's are seeking to appoint a dedicated, enthusiastic and highly effective Finance Officer and Office Manager to become a key member of our dedicated staff team. The successful candidate will be expected to organise and supervise the administrative systems within the school; monitor and maintain the school budget; contribute to the planning, development and monitoring of support services including the management of support staff whilst maintaining confidentiality at all times.

Whilst the successful candidate may have experience of working in a school, it is not essential to the post. Relevant training will be available where necessary.

The successful candidate will:

- Be fully supportive of the aims and ethos of our Catholic School
- Demonstrate the experience of working in a professional environment, ideally in a school
- Display warmth, compassion and excellent people skills
- Express highly effective communication skills
- Exhibit the ability to think and work strategically both independently and as part of a team
- Show the relevant financial, administrative and personnel experience

We can offer:

- A school community underpinned by a strong Catholic ethos
- A dedicated and motivated staff team
- Opportunities to collaborate with colleagues as well as local networks
- Access to high quality CPD opportunities and a network of support as part of the Bishop Bewick Catholic Education Trust

St. Joseph's Catholic Primary School is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS) along with other relevant employment checks deemed appropriate.

An application pack can be requested from the school office on 0191 2573097 or info@stjosephsrc-primary.co.uk They can also be downloaded from our school website. You will find this in 'About Us – vacancies'. Please return completed forms to Mrs. AM McCann, Chair of Governors, St. Joseph's Catholic Primary School, Wallsend Road, North Shields. NE29 7BT.

Please be aware that we will not consider late applications.

Closing date for applications is **12 noon Monday 6th June 2022**

Interviews will take place on **Monday 13th June 2022**