



**Diocese of Hexham and Newcastle
in partnership with Bishop Bewick Catholic Education Trust**

St Cuthbert's Catholic Primary School
The Green, Walbottle, Newcastle upon Tyne, NE15 8JL
Tel: 0191 2675956
www.stcuthbertsw.co.uk

APPOINTMENT OF ADMINISTRATIVE AND FINANCE OFFICER

37 Hours per week, term time (38 weeks) plus 3 additional days worked during school closure as directed by the school.

Permanent

Grade N5 £23,023 - £24,920 per annum pro rata, actual salary £19,570 - £21,182 per annum.

Required from November 2022 or earlier

At St Cuthbert's we live and learn in faith and love, through Jesus' teachings. Our school is a place where we can grow as a family, helping each other to lead full and happy lives.

We have an exciting opportunity for an Administrative and Finance Officer who will provide a comprehensive administrative and financial support to the school.

We are looking for administrative and finance officer who has:

- excellent interpersonal, communication and organisational skills
- excellent ICT skills (Microsoft packages)
- experience of admin and finance systems, and procedures
- a working knowledge of school systems – such as SIMS
- experience of working in a busy school or office environment
- people management skills
- the ability to think creatively
- flexibility and self-motivation
- the capacity to be a team player and to work in partnership with all stakeholders

The school has:

- a clear and shared vision
- strong supportive management
- very high expectations
- an innovative and creative approach
- excellent training and development opportunities
- a focus on raising and maintaining standards for all our pupils

If you feel you can demonstrate the characteristics we are looking for and have the appropriate relevant experience that meets the demands of the post, then we would like to hear from you.

Visits to the school are welcome and can be made by contacting Mrs Barrett, the Headteacher, to arrange an appointment (for the 17/10/22 from 4-5 p.m. and 19/10/22 from 5-6 p.m). Application packs are available to download from our school website at <http://www.stcuthbertsw.co.uk> All paperwork submitted by e-mail must be signed on interview day.

Bishop Bewick Catholic Education Trust are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will be required to obtain 'an Enhanced check for Regulated Activity from the Disclosure and Barring Service'. As this post involves working with children and dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.

Closing date for applications: Friday 28/10/22 at 4 p.m.

Interviews will be held on w/c: 31.10.22