



# Sacred Heart RC Primary School



*Co-Headteachers: Mrs S. Walker and Mrs J. Botham*  
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*‘Where Every Heart is Sacred’*

## **Admin Officer - Finance Vacancy**

Contract type: Temporary (Maternity Cover)

Salary: Grade 4 £ 24,294 to £ 25,979 (pro rata) 35 hours per week. Term time plus 5 days

Start Date: 10<sup>th</sup> June 2024 or earlier if possible

End Date: February 14<sup>th</sup> 2025

The governors wish to appoint an enthusiastic and motivated Admin Officer – Finance to join our passionate, dedicated, friendly team of children and staff.

The successful candidate will have:

- A commitment to Catholic education
- Be enthusiastic and have a positive attitude
- Outstanding communication skills and the ability to nurture positive relationships
- Experience of working in a busy administrative environment
- Excellent personal, administrative and organisational skills
- High standards of literacy, numeracy and ICT skills
- The ability to plan and prioritise own workload, meeting set deadlines
- The ability to maintain a calm, positive and professional manner at all time
- Excellent relationships with pupils, parents and staff.

Sacred Heart can offer:

- A successful school with a committed and supportive staff team
- Confident, motivated and happy children
- A commitment to the professional development of all staff
- High standards of teaching and learning
- A continuously developing creative curriculum

Our school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The appointment will be subject to enhanced DBS clearance. This post is exempt from Rehabilitation of Offenders Act 1974.

Visits to the school are warmly welcome by appointment. Please visit the school website or click [here](#) for an application pack.

Closing Date: 13<sup>th</sup> May 2024

Short Listing: 13<sup>th</sup> May 2024

Interviews: 15<sup>th</sup> May 2024

