



Sacred Heart RC Primary School



Co-Headteachers: Mrs S. Walker and Mrs J. Botham
Knutsford Road, Gorton, Manchester, M18 7NJ
Telephone – 0161 223 0231 Fax – 0161 223 0367
admin@sacredheart-jun.manchester.sch.uk
www.sacredheartschool-gorton.org.uk

‘Where Every Heart is Sacred’

Admin Officer- Finance Vacancy

Contract type: Temporary (Maternity Cover)

Salary: Grade 5 £26,873 to £29,777 (pro rata, actual £22,115 to £ 25,613) 35 hours per week (Monday-Friday).
Term time only.

Start Date: September 2nd 2024. **End Date:** February 14th 2025.

The governors wish to appoint an enthusiastic and motivated Admin, Finance and HR Officer 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 times
- Excellent relationships with pupils, parents and staff.

Sacred Heart can offer:

- A distinctive Catholic ethos
- An Employee Assistance Programme
- Supportive parents and an experienced and dedicated staff
- A professional, friendly, caring, inclusive and supportive working atmosphere
- Well-behaved and friendly children, who are motivated to achieve and be the best they can be
- Excellent opportunities for career and professional development including curriculum leadership skills
- Governors and a leadership team who prioritise well-being and are committed to supporting all staff to ensure that our children receive the high-quality education they deserve

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced CRB check. An application pack is available from Mrs Warner by contacting admin@sacredheart-jun.manchester.sch.uk.

Closing date: Monday 24th June 12pm

Shortlisting: Tuesday 25th June

Tasks and interviews: w/c Monday 1st July

