

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



St Cuthbert's Catholic Primary School
Balmain Road, Kenton, Newcastle upon Tyne, NE3 3QR
Tel: 0191 2860129 www.stcuthbertsk.org

APPOINTMENT OF ADMINISTRATIVE AND FINANCE OFFICER

37 Hours per week, term time (38 weeks) plus 3 additional days

Grade N5 £23,023 - £24,920 per annum pro rata,

Actual salary £19,570 - £21,182 per annum.

Permanent and required as soon as possible

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

We are looking for an administrative and finance officer who has:

- excellent ICT skills (Microsoft packages)
- experience of administrative and finance systems, and procedures
- a working knowledge of school systems, such as SIMS, is desirable but training can be provided
- experience of working in a busy school or office environment
- strong interpersonal, communication and organisational skills
- has people management skills
- is good at problem-solving
- is flexible and self-motivated
- has the capacity to be a team player and to work in positive partnerships with all stakeholders

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 the school office on 0191 2860129. Application packs are available to download from our school website at <http://www.stcuthbertsk.org>

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: 12 noon 31st October 2022
Interviews: 1st November 2022