



Finance & Data Protection Administrator

Salary	£22,889 - £24,396
Grade	E7-E11
Hours	37.5 hours per week
Weeks	39 weeks per year including 5 INSET days
Start date	November 2026
Contact Type	Permanent

We are seeking to appoint a **Finance & Data Protection Administrator** to join our dedicated team at St Cuthbert Mayne School.

The purpose of this role is to provide efficient and accurate financial and administrative support, ensuring the smooth operation of the school's finance function. Working as part of a busy finance team, you will support a wide range of financial processes, including purchase ordering, invoice processing, supplier payments, banking, budget reporting, ParentPay administration and income reconciliation.

The role also supports the school's data protection responsibilities by assisting with UK GDPR administration, coordinating Subject Access Requests (SARs), supporting data breach processes, maintaining data protection records and liaising with the school's Data Protection Officer (DPO).

The successful candidate will have experience and knowledge of:

- Financial administration, including purchase ordering, invoice processing and payment of suppliers.
- Processing financial transactions accurately and maintaining detailed financial records.
- Working with computerised financial management systems and other applications.
- Excellent organisational skills, with the ability to prioritise work and meet deadlines.
- Providing excellent customer service and building positive working relationships with colleagues, parents, suppliers and external organisations.
- Handling confidential and sensitive information with discretion.

- Supporting data protection activities, including maintaining UK GDPR documentation, coordinating Subject Access Requests (SARs) and assisting with data breach administration.
- Working collaboratively as part of a team while also using initiative to manage workloads independently.

Experience of working in a school finance environment, knowledge of ParentPay, education finance systems and an understanding of UK GDPR and data protection legislation would be advantageous, although training will be provided.

If you are an organised, proactive and detail-oriented individual with excellent administrative skills and a commitment to providing high-quality financial and data protection support, we would love to hear from you.

Full details about this post and how to apply on our website can be found at:

<https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>

The closing date for this post is: **Tuesday 1st September 2026 at 9.00am**

The interview date for this post is: **Wednesday 9th September 2026**

St Cuthbert Mayne School is 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 undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.