



St. Margaret Ward Catholic Academy

(part of St Gabriel the Archangel Catholic Multi Academy Trust)

Little Chell Lane, Tunstall

Stoke-on-Trent, ST6 6LZ

Tel: 01782 883000

e-mail: office @smwca.org.uk

NOR: 1047 (including 87 in the Sixth Form)

Finance Administrator
37 hours per week
Term time only (including INSET)

Required as soon as possible

Level 5 SCP 7-12

Actual salary: £23,862 to £26,425

St. Margaret Ward is a happy, popular, oversubscribed 11-18 academy with an impressive record of success, acknowledged in our inspection in January 2026 (full report on school/Ofsted website). We are extremely proud of our enthusiastic and ambitious staff who are all committed to helping our students to fulfil their potential.

We are seeking to strengthen our main office in appointing a dedicated finance administrator.

Key duties include;

- Process orders and invoices for the main school and our site team.
- Record and track goods received.
- Reconciling fuel and charge cards.
- Coordinating school transport.
- Communication with parents regarding payments for school meals, trips and school transport.
- Supporting the processing of free school meal applications and record updates.
- Coordinating and tracking payments for lettings.
- Liaise and communicate with staff, pupils, parent and external agencies clearly and professionally.
- Undertake any other administrative duties as required, e.g. data entry, reprographics, typing and filing.

Person Specification

Personable and organised.

Experience in administrative processes and Microsoft systems, including Word and Excel.

Have excellent written and verbal communication skills.

Friendly, approachable and professional in manner.

Potential candidates are welcome to visit the school by appointment. Contact Mrs Kelly McGough, kmcgough@smwca.org.uk or 01782 883037.

Application forms and further details are available on via My New Term.

Closing date: Friday 25th September 2026 (noon)
Interviews: TBA



