

St Cuthbert Mayne School

Educating for life in all its fullness



Job Information Pack

Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the advertised post of **Finance & Data Protection Administrator** 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 computer-based 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, students, 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.

Regardless of your role in school, we are committed to developing all our staff through regular coaching and a wide range of professional development opportunities both in school and through external partners such as the South West Institute for Teaching (SWIFT). We also work in partnership with Education South West (ESW) as part of a strong family of schools. If you are passionate about making a difference to the life chances of our children then we want to hear from you!

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation.

In June 2025, the school was inspected by Ofsted and received a Good judgment across all inspection areas. This followed a highly successful section 48 inspection in September 2024, which inspected the Christian life and mission of the school. The school achieved the highest judgement grade in this inspection. We were delighted that both inspectors recognised the good work that goes on in our school. It is therefore an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future.

As a joint Roman Catholic & Church of England School, we work in partnership with the dioceses of Plymouth and Exeter as well as Torbay Council. Our school is not part of a Multi-Academy Trust but we are proud to work in partnership with Education South West as part of a strong family of schools to ensure all children live great lives.

To find out more about our school please visit our website: <https://www.st-cuthbertmayne.co.uk/>

Contractual Details

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



St Cuthbert Mayne School

Job Description - Finance & Data Protection Administrator

Post Title:	Finance & Data Protection Administrator
Accountable to (Line Manager):	Deputy Business Manager, Business Manager, the Headteacher and the Governors
Responsible to (day to day):	Deputy Business Manager
School Area:	Operations Team

Finance

- Check and process purchase requisitions and orders, including online ordering.
- Input supplier invoices onto the school's financial management system, ensuring invoices are accurate and correctly authorised for payment.
- Check suppliers' statements and request copy invoices where necessary to ensure outstanding orders and commitments are cleared promptly.
- Process creditor payments accurately and efficiently through the school's bank account using BACS.
- Assist in monitoring expenditure against budgets and advise the Deputy Business Manager and Business Manager of any significant variances.
- Investigate and resolve queries relating to purchase orders, deliveries, invoices and supplier payments.
- Support the school's Best Value principles by obtaining quotations and ensuring value for money where appropriate.
- Administer the ParentPay system, including supporting parents with logins, queries and refunds.
- Administer and assist with the school's petty cash system, including reconciliation and balancing.
- Administer the School Development Fund, including claiming Gift Aid from HMRC, and the reconciliation of the account.
- Recharge departments for photocopying, reprographics and stationery costs.
- Prepare banking for non-invoiced income, including cash and charitable collections.
- Record non-invoiced income, including ParentPay receipts, canteen income and banking transactions on the school's financial management system.
- Update the school's inventory as purchase orders are completed.

- Reconcile school trip costings and liaise with staff regarding the financial aspects of educational visits.
- Administer Free School Meal information and liaise with Torbay Council regarding eligibility.
- Manage, monitor and respond to enquiries received via the finance@stcm.torbay.sch.uk email account.
- Assist the Deputy Business Manager with the day-to-day operation of the Finance Office.
- Provide cover for the Finance Officer when required, including VAT returns, bank reconciliations, school trips, payroll administration, lettings invoices and catering income.

Data Protection

- Support the Business Manager in the administration of the school's data protection responsibilities and compliance with UK GDPR and data protection legislation.
- Coordinate Subject Access Requests (SARs), ensuring statutory timescales are met and accurate records are maintained.
- Assist with the administration and recording of personal data breaches, including maintaining breach logs and supporting investigations and reporting processes.
- Maintain and update data protection documentation, policies, records and registers to ensure they remain accurate and compliant.
- Liaise with the school's Data Protection Officer (DPO) and provide administrative support for data protection meetings and actions.
- Promote good data protection practices across the school and maintain the confidentiality of sensitive and personal information at all times.

Continuing Professional Development

- Take responsibility for your own professional development in conjunction with your line manager.
- Participate in training, learning activities and performance development as required.

Health and Safety

- Take reasonable care for your own health, safety and welfare and that of others who may be affected by your actions.
- Cooperate with the employer on all matters relating to health, safety and welfare.
- Ensure risk assessments are completed in accordance with school policy and referred to relevant staff where appropriate.
- Assist with evacuation procedures in the event of a fire or other emergency.

School Ethos and Values

- Uphold and promote the Christian ethos of St Cuthbert Mayne School and support the Joint Church nature of the school.
- Conduct yourself in accordance with the St Cuthbert Mayne School Staff Code of Conduct, demonstrating professionalism and positive behaviours at all times.
- Contribute to a culture of celebration, recognition and mutual respect amongst staff and students.
- Promote the health, welfare and emotional wellbeing of all students.
- Be familiar with, and actively support, the school's safeguarding policies, completing all mandatory safeguarding training.
- Promote equality, diversity and inclusion, ensuring equality of opportunity for all students and staff.

This job description outlines the principal duties and responsibilities of the post. It is not intended to be an exhaustive list, and the postholder may be required to undertake other duties appropriate to the grade and nature of the role, as reasonably requested by the Headteacher or Business Manager.

Person Specification

The following list is indicative of the kind of person we are looking for but not all of these criteria are essential. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

	Essential	Desirable	Evidence based
Qualifications & Training			
Strong pass at Level 2 in English & Maths	Essential		Application Certificates
Level 3 qualifications relevant to the role		Desirable	Application Certificates
AAT (Part/Fully Qualified / Degree or equivalent		Desirable	Application Certificate
Recent participation in a range of relevant in-service training		Desirable	Application Certificate
Experience and Knowledge			
Successful experience of working in a school or other educational setting		Desirable	Application

Experience of financial administration, including purchase orders, invoices and payments.	Essential		Application Interview
Experience of maintaining accurate financial and administrative records.	Essential		Application Interview
Experience of using computerised finance or administrative systems.	Essential		Application Interview
Experience of handling confidential and sensitive information appropriately.	Essential		Application interview
Experience of ParentPay or similar payment systems.		Desirable	Application Interview
Experience of supporting UK GDPR or Data Protection administration, including Subject Access Requests (SARs).		Desirable	Application Interview
Knowledge			
Understanding of financial administration processes.	Essential		Application Interview
Understanding of confidentiality and information security.	Essential		Application Interview
Understanding of UK GDPR and Data Protection legislation.		Desirable	Application Interview
Knowledge of school finance procedures and financial regulations.		Desirable	Application Interview
Professional skills			
Excellent organisational and time management skills.	Essential		Application Interview
Ability to prioritise workload and meet deadlines.	Essential		Application Interview
Excellent attention to detail and accuracy.	Essential		Application Interview

Good numerical skills.	Essential		Application Interview
Excellent written and verbal communication skills.	Essential		Application Interview
Ability to work independently and as part of a team.	Essential		Application Interview
Ability to build effective working relationships with colleagues, parents and external organisations.	Essential		Application Interview
Ability to maintain confidentiality and exercise discretion at all times.	Essential		Application Interview
Ability to use initiative and solve problems effectively.	Essential		Application Interview
Personal Qualities			
Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community.	Essential		Interview
Positive, enthusiastic outlook, embracing risk and innovation.	Essential		Interview
A sense of humour.	Essential		Interview
Demonstrate respect and empathy towards others.	Essential		Interview
Resilience, perseverance and optimism in the face of difficulties and challenges.	Essential		Interview
Ability to be consistently decisive and focused on solutions.	Essential		Interview
Commitment and dedication to social justice, equality and excellence.	Essential		Interview
Capacity to be flexible, adaptable and creative.	Essential		Interview
Committed to the CPD of self and others in the school.	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in	Essential		Interview

achieving it.			
Willingness to develop/be sensitive towards the Christian ethos of the school.	Essential		Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct.	Essential		Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities.	Essential		Application Interview

Application Process

You are asked to complete and include the following:

STCM Application Form - This can be found on our website at:

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

Please complete all sections of the Application Form in full.

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

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

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.

If you have not heard from us within two weeks of your application, then you have not been successful.

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.