



Recruitment Pack



St Peter's Catholic Primary School

Contact us:

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About us:

St. Peter's is a warm and welcoming school where every member of the community is valued and celebrated as an individual with unique qualities, gifts and talents.



St Peter's Catholic Primary School is a member of the St Francis Catholic Multi Academy Trust



Job Title: Finance Admin Assistant
Salary/Grade: DHSF1 NJC Grade 6 £26,847 - £29,071
Actual Salary Range: £17,198 - £18,623
Hours: 27 Hours
Contract Type: Permanent – Term Time plus 7 days
Closing Date: Monday 28th September 2026 9am
Interview: W/C 5th October
Start Date: As soon as possible.

St Francis Catholic Multi Academy Trust was established in September 2022 as part of the Bishop of Hallam's vision for education. Today the St Francis family embraces 14 schools, 12 Primary Schools and 2 High School across the Local Authorities of Doncaster, Nottinghamshire and Rotherham. We are set to grow to 24 schools at capacity.

We serve our children and families through being committed to providing the highest standard of education, where academia and personal growth are our priorities rooted in our Catholic faith.

Our schools are unique, serving wide ranging communities, we celebrate this individuality and support our schools to meet the needs of the children and families in their care. As individual schools we are joined together in our Catholic faith, delivering education which is rooted in Gospel Teachings. This creates our community which comes together to share excellence, learn from each other and champion our children.

We believe that education, along with the community that we have grown, is the most powerful tool we have to shape the future for our children.

Main purpose of the job

We are seeking to appoint a Finance Admin Assistant to join the team. This is an exciting opportunity to develop both personally and professionally, and to play a significant role in the continued success and ongoing development of our school.

We are seeking an individual who:

- Is well organised with excellent communication and interpersonal skills
- Has experience of general administration duties
- Has the ability to manage and prioritise tasks
- Will be fully supportive of the Catholic ethos of our school
- Has strong ICT skills and the ability to learn new systems quickly
- A flexible and confident approach to work
- Is committed to children's welfare and safeguarding

We will offer you:

- A good school with a strong Catholic ethos and excellent community and parish links
- A caring and positive working environment
- Enthusiastic and confident children who enjoy all aspects of school life
- Effective, supportive and dedicated staff, governors and parents





- Opportunities to grow professionally

Job Description

Key Responsibilities

Finance Duties

- To manage collection, banking and disbursement of official monies within the budget account in accordance with the Trusts Finance Policy and the Academies Trust Handbook to ensure smooth financial workflow.
- All records are to be correct and accurate.
- Income and expenditure to be recorded and balanced.
- To be vigilant in the safekeeping and security of money at all times.
- Take responsibility to order all resources, services and equipment that is required for the running of the school, checking quotes to gain the best costs in line with Finance Policy.
- To input orders and process invoices to ensure prompt and accurate payments are made using schools finance software.
- To manage the admin and finance of school visits
- To use school's MIS to put items onto the system for parents to purchase, to chase dinner money debts, and to handle online communications.
- To monitor school credit card to ensure transactions are recorded and coded correctly online and VAT is claimed back if appropriate.

Office Duties

- To carry out general office duties including answering telephones, meeting and greeting visitors and handling general queries.
- To undertake such work as may be determined by the Headteacher and School Office Manager.
- To maintain a working knowledge of computer programs such as schools MIS and Microsoft office packages, including Word and Excel and Google.
- To maintain own email account and the school email, and access Headteachers calendar/diary.
- To assist in the first aid, medical and care needs of children when specific training has been undertaken.

Personal Development

- To have a commitment to Continuous Professional Development (CPD)





Person Specification

Criteria	Essential/Desired
Essential Educational Skills/Qualifications	
GCSE or equivalent in English and Math's to a minimum of Grade C	E
Evidence of attending courses to further own professional development	D
Knowledge and understanding of SIMS	D
Knowledge of Microsoft Office/Google	D
Essential Experience	
Ability to deal with the public and other agencies	E
Knowledge of a school-based office	D
Ability to manage projects independently	E
Essential Skills and Abilities	
Ability to build positive working relationships across a wide range of individuals and groups	E
Ability to be a positive ambassador for the school promoting our ethos of striving for excellence	E
Ability to analyse complex problems and seek solutions	E
Ability to be flexible within a range of tasks	E
Ability to manage own workload and use initiative under pressure	E

If you are interested in this post, informal visits to our school are very warmly welcomed; just contact us to arrange an appointment to come and meet with the Headteacher.

