



St. Margaret Ward Catholic Academy Recruitment Pack

Finance Administrator

Closing Date: Friday 25th September 2026 (noon)

Interviews: TBA

A Message from the Catholic Senior Executive Leader

Dear Applicant,

Thank you for your interest in the position of Finance Administrator at St Margaret Ward Catholic Academy which forms part of the St. Gabriel the Archangel CMAT. I am delighted to have this opportunity to introduce myself, to give some details about our Trust and to describe the kind of candidate we hope to appoint to this position.

St Gabriel the Archangel CMAT encompasses 64 schools across multiple local authority areas, with a mission to provide an outstanding educational experience, whilst ensuring long-term sustainability and growth aligned with Catholic educational values.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Catholic Senior Executive Leader



Our Academy



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle, we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.

Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ



Finance Administrator Job Description

Responsible To: Academy Manager

Statement of Purpose

Under the direction of the Academy Manager to assist with the effective running of financial processes and services.

Key Tasks / Responsibilities

- 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.
- To comply with and promote school and St. Gabriel the Archangel policies and procedures.
- To always work in a safe manner having due regard for others and health and safety legislation.
- Any other duties, which may be deemed appropriate by the Principal for the smooth Running of the school and St. Gabriel the Archangel CMAT.
- To attend and undertake training courses commensurate with your duties.



Finance Administrator Person Specification

Essential/Desirable	Criteria	Measured by
E E	Experience Experience of undertaking a number of administrative duties. Experience of working closely as part of a small team.	AF/I
E E D	Qualifications/Training GCSE(or equivalent) English and Maths minimum. Demonstrate experience in similar role. Experience of Arbor and Iris advantageous, but not essential as full training will be given.	AF/I
E E	Knowledge/Skills Good listening, oral and literacy skills Good knowledge of Office 365, Word and Excel together with excellent keyboard skills.	AF/I
E E E E	Abilities/Skills Well organised and able to prioritise conflicting demands. Excellent time management. Ability to maintain strict confidentiality and integrity in all matters. Excellent communication skills - able to deal calmly, professionally and effectively with a wide range of people. Able to act on initiative and work under pressure.	AF/I

AF = Assessed at Application Form I = Assessed at Interview

How to Apply

If you decide to apply for this post, please complete an application form via My New Term. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 1,300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.

St. Margaret Ward Catholic Academy will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

Key Dates

Closing Date: Friday 25th September 2026 (noon)

Interviews: TBC

As part of our shortlisting process, St. Margaret Ward Catholic Academy will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Trust's Ethos. Candidates should be prepared to talk about this at interview.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website: <https://stmargaretward.co.uk/>



Benefits of Joining the St Gabriel the Archangel Catholic Multi-Academy Trust

- Great employer pension scheme (Teachers' Pension Scheme and Local Government Pension Scheme)
- CMAT recognition of national terms and conditions for teaching and support staff
- Valuable access to EAP
- Family friendly policies, including the opportunity to request flexible working, occupational maternity and paternity pay
- Free flu jabs
- A firm commitment to the Education Wellbeing Charter in all our schools

