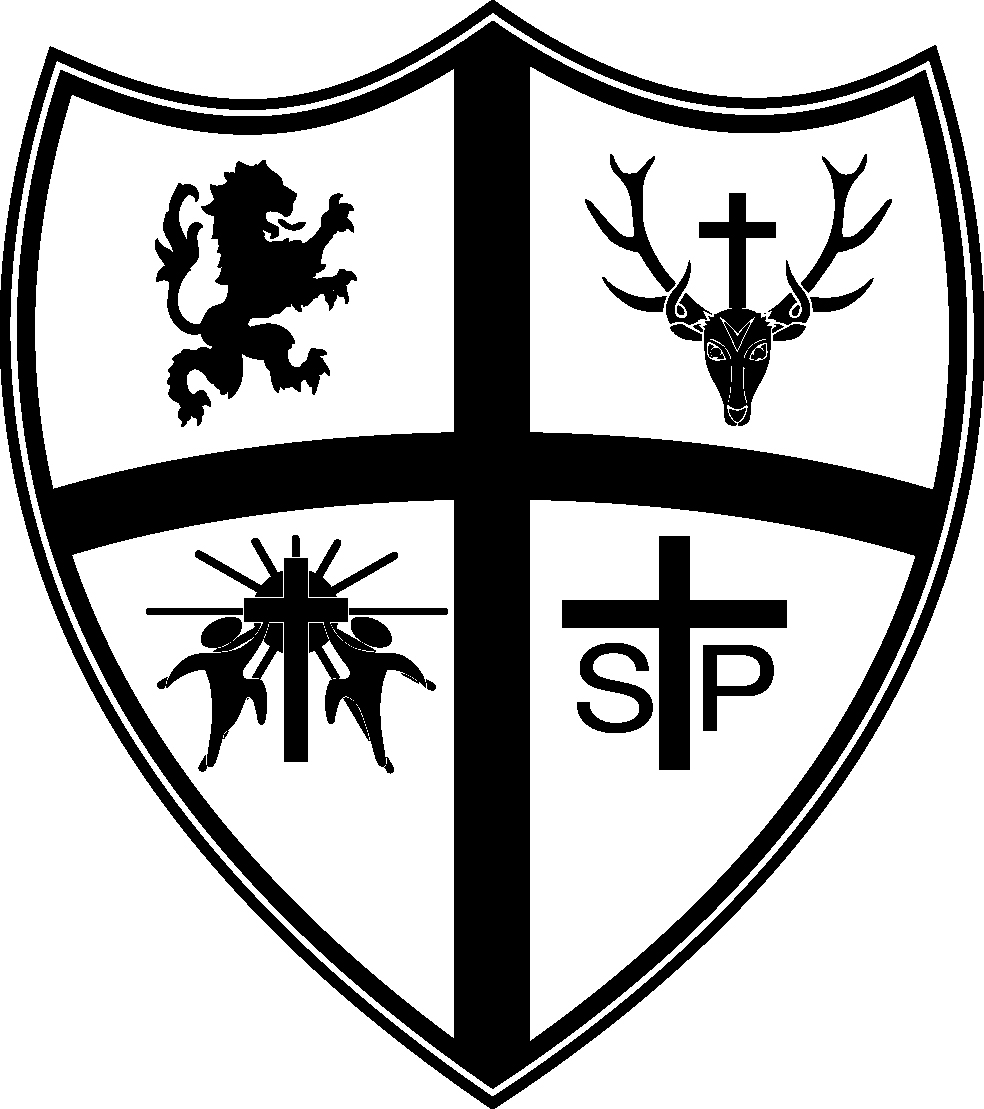
**OUR LADY & ST. HUBERT’S CATHOLIC PRIMARY SCHOOL**

Part of the St. Catherine of Siena Multi-Academy: Company No: 09497062





**Senior School Office & Finance Administrator** **– Band D**

5 days (**37 hours**) per week, **term time plus 5 training days** and

**2 weeks holiday work** to be agreed with the MAC Central Services Team

Fixed Term for 1 year (31.8.20) – with **view to permanent contract**

Are you a highly motivated and enthusiastic individual who thrives on managing finances and administration? If so, we invite you to apply for this new and exciting role within our school office team.

Working within our Catholic school, you will be highly valued and respected. Systems and procedures will enable you to complete the demands of this exciting job role within a warm and supportive office team. A passion for your job together with the drive, energy and flexibility will be demonstrated through interview. Working with parents, the Principal, teachers, the Parish, community and wider school team will form part of your day, as we all work together to ensure school needs are met. Being part of a multi-academy company means you will play a key role within a supportive office network.

The successful candidate will have extensive knowledge and experience of financial management and proven expertise in leading a team, upholding the Catholic ethos which underpins all aspects of school life. You must have highly developed IT skills, sound management skills, the ability to work under pressure, excellent communication and thrive through meeting tight deadlines.

You will be accountable for the leadership of the finance assistant and office assistant, ensuring they work efficiently and to a high standard, thus enabling the school to succeed. This role is highly valued in our school. Visits to our school are welcomed and should be scheduled through calling Caroline Caddick on 0121 422 2629.

Application packs can be downloaded from our school website [www.st-huberts.sandwell.sch.uk](http://www.st-huberts.sandwell.sch.uk) Paper copies can be requested by emailing [office@st-huberts.sandwell.sch.uk](mailto:office@st-huberts.sandwell.sch.uk) Application forms and supportive documents must be returned to Michelle Crawford, Our Lady & St Hubert’s Catholic Primary School, Moat Road, Oldbury B68 8ED.

In line with Section 7 of the Immigration Act 2016, the ability to converse at ease with children and staff and provide advice/reports in accurate spoken English is essential for the post.

Closing Date: **9th January at 10.00am**

Shortlisting will take place on **9th January**

Interviews will be held on **15th January** and will include practical tasks and a formal interview.

***Our Lady & St. Hubert’s is committed to safer recruitment practice. Therefore, references will be taken up before interview and further pre-employment checks undertaken before any appointment is confirmed. This post is subject to an enhanced DBS disclosure from the Disclosure and Barring Service and the successful will also be required to complete a Disqualification by Association Declaration.***