



# St Edmund Arrowsmith Catholic High School

*Prepare the way of the Lord*

## **VACANCY: FINANCE OFFICER**

<b>Hours of Work:</b>	37 hours per week: 8.00am to 4.00pm: (Mon to Thurs), to 3.30pm (Fri) Term time plus 3 weeks (15 days –by agreement with Business Manager to include 3 inset days)
<b>Salary:</b>	G5: SCP 8 - 14: Salary £26,512 - £29,196: pro-rata (Actual salary £23,867 - £26,283)
<b>Contract:</b>	Permanent
<b>Start Date:</b>	January 2025 – earliest date possible
<b>Closing Date:</b>	<b>Friday 10 January 2025</b>

### **What is it like to attend this school?**

*Pupils are happy at St Edmund Arrowsmith Catholic High School. They feel safe and well looked after. Pupils enjoy good relationships with each other and staff. They said that their teachers set high standards for pupils' behaviour and achievement.*

*Ofsted report – November 2021*

We are seeking to appoint a full-time **Finance Officer** to support the smooth running of our school.

In the Finance Office, you will be supported by the School Business Manager and a part-time colleague, to ensure that the school's day-to-day financial operations are effective and transparent. You will also deal with queries from students and parents in relation to school trips, locker keys, Arbor account payment queries, etc. It is a busy, but interesting role where one day can be completely different to the next!

This role may appeal to an aspiring Business Manager or someone looking for a move from a primary school to a secondary. Finance experience in other sectors is not ruled out, providing you can meet all our essential criteria in the person specification.

***If you enjoy finance related tasks, have a high attention to detail then this is the job for you!***

### **About St Edmund Arrowsmith Catholic High School**

We are a forward-looking and flourishing school, well regarded for the excellence of our academic achievement and the high level of motivation of pupils and staff. Visitors to our school never fail to comment on our respectful students, the positive team ethos amongst staff and the friendly welcome that they receive.

To apply for the position please visit the school website: [www.arrowsmith.wigan.sch.uk](http://www.arrowsmith.wigan.sch.uk) to download an [application form, which must be returned addressed to the Headteacher at the school address or via email to \[recruitment@arrowsmith.wigan.sch.uk\]\(mailto:recruitment@arrowsmith.wigan.sch.uk\)](#). If you require further information about the vacancy please contact Mrs P Lennon, Clerk to Governors, at the school on 01942 7286512 x 2223 or [PLennon@arrowsmith.wigan.sch.uk](mailto:PLennon@arrowsmith.wigan.sch.uk).

The school is committed to safeguarding and promoting the welfare of children. Offer of employment is subject to safeguarding checks, including an Enhanced Disclosure and Barring Service clearance, pre-employment health check and references.