



St. Mary's Catholic High School and Sixth Form College



Finance & Administration Support Officer

This prospective applicant pack provides you with all the relevant information you need to apply for the vacancy being advertised. The pack also provides a lens into our flourishing school community through the content that we have created for you.



Closing Date: **23.59pm, Thursday 3rd September 2026**

Interview Date: **Thursday 10th September 2026**

"I can do all things through **Christ** who strengthens me".



faith.



hope.



love.

HEADTEACHER'S WELCOME



Dear Applicant

Thank you for your interest in our school. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role in our school. We are very much aware that a decision to apply for a new job is a two-way process; if appointed you would be committing at least the next few years of your professional life to the school and you will want to ensure that you are happy coming to work each day, be professionally challenged and prepared for the next stage of your career. The aim of the pack is to provide you with a flavour of our school community and we of course welcome visits and conversations before the closing date.

We are very much first and foremost a Catholic high school. That means our values and vision are rooted in the teachings, example and life of Jesus Christ. This does not mean we expect every member of staff to be a practising Catholic, but we do expect every member of staff to share our values and be active in promoting the Catholic life of the school through their daily interactions. Our Mission Statement is focused upon helping every person have a sense of self belief so that they feel safe and happy, proud to be associated with St. Mary's so that we are able to share God's love and thrive in our lives. We work hard to ensure our staff feel part of the St. Mary's family and supported in their work. To this end, we have been accepted by joint union support onto the Valued Worker Scheme and are signatories to the DfE Staff Well-Being Charter.

Our school virtues are:  **faith.**  **hope.**  **love.**

We expect every adult in school to embrace these virtues and act as role models for them. In October 2024, the School was judged to have taken effective action to maintain the standards identified by Ofsted in 2019; where we were judged to be "Good". Inspectors identified our strong sense of community with high expectations of our young people, high quality education and pastoral care.

Our school was originally a separate boys and girls' school that merged and has a long history in the local area. We have 1600 pupils and employ 168 staff. The site is large, extending over 33 acres, and has a campus style with blocks housing specific departments with generous playing fields, an astro-turf, sports hall, gym and fitness suite. The school is situated in Astley, a community village serving Manchester and Liverpool and our pupils come from the local area as well as Leigh, Tyldesley, Atherton, Boothstown, Hindley and Lowton. We have eight Catholic partner primary schools but draw pupils from 30 different schools in the locality. We are oversubscribed for applications in Year 7 and have around 200 applications for Sixth Form annually. The catchment area of the school is very diverse in terms of a socio-economic basis and it is truly comprehensive in this sense but less so in other areas, as most pupils are of white British and Irish heritage.

As I indicated earlier, we are more than happy to welcome prospective candidates to visit the school before the application deadline. If you would like to take advantage of this, please contact Tricia Foster, Human Resources Manager who will arrange a mutually convenient time.

Yours faithfully,

Denise Brahms
Headteacher

CHAIR OF GOVERNORS



Dear Applicant

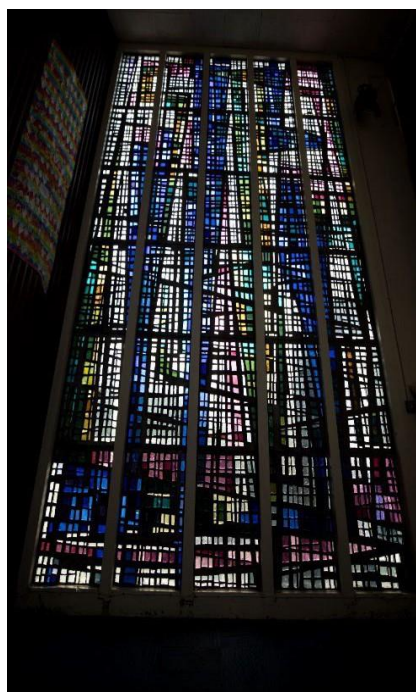
Thank you for your interest in our school. We are very proud of our school community as it goes from strength to strength. We believe strongly that the quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of staff and each individual has a vital role to play. We understand that working in a school is a really demanding vocation and as a governing body we want to ensure that systems are in place to support and professionally challenge everyone. Our Catholic faith underpins this. This does not mean that you have to be a practising catholic to work in our school, (*with the exception of Headteacher, Deputy Headteacher and Head of Religious Education*). We welcome applications from people of all faiths and fully recognise that diversity brings about strength. We do ask that candidates support the values of the school and understand that every adult in the community has a key role to play in developing this.

I hope the information pack is of use to you. Please take the opportunity to visit us and ask any questions you have. You will find a warm, welcoming community that is truly supportive of everyone and we very much hope to receive an application from you.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'AG', with a long horizontal line extending to the right.

Dr Neil Gredecki
Chair of Governors



OUR OFFER TO STAFF



Staff wellbeing is important at St. Mary's. Working in a school is a tough job. It can be immensely rewarding but also physically and emotionally draining. Therefore, it is vital that as a Catholic community we look after one another at all levels and in all posts so that we form a cohesive and effective workplace. Should you be successful in your application the school offers access to a wide range of facilities to support staff health and well-being including the following:

HEALTH AND WELLBEING

- An induction process that collates all information needed to become part of the community along with support from a designated wellbeing buddy for the first half term to help with any concerns.
- Mental health resources, such as the wellbeing employee service, reflection sessions with mental health professionals and 1-1 in house counselling.
- A Mental Health Lead that is responsible for wellbeing for both staff and students and an opportunity to join the staff wellbeing team that have been involved in both physical and virtual wellbeing weeks.
- Personal mentors for RQTs/ECT's/Trainees.
- SLT open door policy.
- Offer of a reflection session with mental health professionals.
- Regular staff surveys to allow for discussion around key priorities during the school year.
- Wellbeing work with students in Curriculum for Life to enable better behaviour, more focus etc.
- PPA/Frees are allowed to be taken off site providing the guidelines are followed.
- Duties happen once a week on a day you have a free and consist of one break and one bus duty.
- Appraisal process that does not include numerical targets.
- Restructure of after school meetings so that these allow for departmental, whole school and personal development time (teaching staff).
- Discussion and changes of the assessment calendar to help with work-life balance.
- Updated marking policy created at a department level.
- Access to free refreshments (tea & coffee) for all staff.
- Access to an onsite fitness suite with dedicated time for staff use.

This is by no means an exhaustive list and wellbeing is very much a fluid offer that adapts and changes to the needs of staff and students at St. Mary's constantly. We look forward to welcoming you into our Catholic community and hope you have some creative ideas to share that will enhance our offer further.





ST. MARY'S SIXTH FORM CENTRE

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There is a real sense of community at this school. Pupils feel comfortable and happy in school. Pupils benefit from high-quality pastoral care.

The school has ensured that the curriculum is broad and ambitious. Pupils build a secure body of knowledge. Teachers are knowledgeable about their subjects.

Governors carry out their role effectively. They support the school well in driving forward improvement. Staff are proud to work at the school.

OFSTED REPORT 2024

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OFSTED PARENT VIEW SEPTEMBER 2024

93%

Of parents say that their child is happy at our school

95%

Of parents say that their child feels safe at our school

92%

Of parents say that pupils behave well at our school

93%

Of parents say that we have high expectations for their child

95%

Of parents feel that their child does well at our school

94%

Of parents feel that we offer a good range of subjects

93%

Of parents would recommend the school to another parent

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Finance & Administration Support Officer



Salary Scale: Support Staff Grade 5 (SCP 8-14) annual incremental pay to the top of the scale

Actual Salary: £24,147pa - £ 26,592pa (based on working 41 weeks per year)

Hours : 37 hours per week** (8.00am-4.00pm with a 3.30pm finish one day per week)
Term Time + 3 weeks (additional weeks working outside of term time).

Required as soon as possible

The Governors of this Catholic high school are looking to appoint an experienced Finance & Administration Support Officer with the ability and skills to deliver a professional, effective and comprehensive financial support service in school. The key focus of the role will require the successful candidate to have the ability and knowledge to process financial transactions such as purchase orders and invoices to ensure compliance with financial regulations, management guidelines and monitoring of all school budget cost centres. A basic knowledge of financial regulations will therefore be essential for the role.

The individual appointed to the role will need to be able to demonstrate recent and relevant experience of working within a finance and/or office environment undertaking a variety of financial and administrative tasks and be skilled in the use of a range of ICT systems (i.e. Word & Excel). The successful candidate will also be required to support our busy school office team; undertaking a number of administration duties including answering telephone calls and dealing with face-to-face enquiries from students and visitors. Experience of working within a school office environment and the use of Bromcom MIS and Finance systems would be beneficial, but not essential. Professional development via an appropriate apprenticeship route may also be possible for this role.

As a point of contact for all stakeholders in school, the successful candidate will be welcoming, personable, helpful and be able to represent the school in a professional and friendly manner. It is also essential for the postholder to have the ability to work flexibly within a busy team, responding with a 'can do' approach, the capability to multi task and work well under pressure. If you would like to be part of our team driving sustainable change to create an environment where everyone flourishes, we would welcome the opportunity to consider an application from you.

****We are open to discussing the possibility of flexible working for this role; part time hours or flexible start and finish times, but would need a minimum commitment of 15hrs per week to meet the needs of the school. Applicants interested in flexible working should make this clear within their application/supporting statement**

If you require any additional information or would like to visit school, please contact Tricia Foster, Human Resources Manager by e-mail t.foster@st-maryshigh.wigan.sch.uk

Closing Date: 23.59pm, Thursday 3rd September 2026

Date of Interview: Thursday 10th September 2026

Full details of this post including the CES Support Staff Application form and associated documents are available to download from the school's web site <https://www.stmaryschs.org.uk>

Wigan Local Authority and the School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.

APPLICATION PROCESS



Full details of this post including the CES Support Staff Application form and associated documents are available to download from the vacancy section of the school's web site <https://www.stmaryschs.org.uk>

To apply for the post your completed application must be submitted to include the following documents:

- CES Support Staff Application Form to include a supporting statement (current version of the application form December 2020)
- CES Consent to Obtain References
- CES Monitoring Form

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs D Brahms, Headteacher to recruitment@smchs.org.uk.

St. Mary's is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.

JOB DESCRIPTION

POST TITLE: Finance & Administration Support Officer

Job Purpose

The role requires the successful candidate to carry out comprehensive day-to-day support on financial accounting and monitoring services in conjunction with the Assistant Finance & Resources Manager / Senior Assistant Headteacher, Business & Finance.

This will include processing financial transactions such as purchase orders and invoices, compliance with financial regulations and management guidelines and monitoring of all school budget cost centres. In addition, it is essential that the person for the role is organised, able to multi-task, work flexibly and have a 'can do' approach.

The role will also include working with colleagues to co-ordinate and support our school communication systems and provide a professional point of contact and liaison with parents and carers, school staff and a range of external visitors.

Job Description

- Assist budget holders with all requisition requests and on a day-to-day basis process and co-ordinate orders for goods and services.
- Assist in close down procedures and opening of new budget for financial year-end, ensuring all records are accurate and recommendations for any amendments to costs centres or ledger codes.
- Deal with enquiries associated with the payment or non-payment of invoices and to co-ordinate rectifying any irregularities.
- To liaise with current and new suppliers, LA departments, other schools and external agencies / service providers to negotiate price and deliveries to ensure best value.
- Process petty cash transactions and ensure cash in hand is balanced.
- Process of central or internal charges to individual cost centre accounts where applicable.
- Production of reports from Bromcom to budget holders in respect of monitoring statements on a monthly basis.
- To assist the Assistant Finance & Resources Manager in obtaining quotations and information on service contracts, variations and charges for services to meet best value principals.
- Monitoring day-to-day compliance with Financial Regulations, LA Standing Orders, audit and quality assurance, through the processing of purchasing orders and invoices.
- Assist in year-end budget administration, including provision of information on orders, invoices, commitments and outstanding goods and service charges.
- Preparation of all school income for banking within relevant accounts is undertaken as per the financial regulations, transactions are all recorded on the financial system in a timely manner and all supporting documentation is accurately completed and signed.
- Administration and co-ordination of hospitality, travel and corporate events for both internal and external bookings, ensuring charges are monitored and recharged appropriately.
- Administration of all record processing in respect of the provision of music tuition to pupils in school, working alongside Wigan Music Service and the Music Department.
- Ensure all income is received in a timely manner in accordance with the school's Scheme of Financial Administration, following aged debtor procedures where appropriate.

- Working alongside Trip Leaders and the Assistant Finance & Resources Manager, conducting all administration in relation to school trips including obtaining quotations, calculating prices; initial letter to parents, setting up the online payments system and monitoring receipt of timely payments.
- Answering telephone calls from both external and internal sources, transferring and announcing calls where appropriate and taking messages for staff who are absent or busy, ensuring they receive messages swiftly.

General / Other Duties

- Attend meetings and participate in preparation of resources/materials under the direction of the Headteacher.
- To undertake relevant training for personal and professional development including financial training/Bromcom/school systems and first aid at work.
- Be a designated First Aider within school holding a valid First Aid Certificate (Training will be provided as necessary).
- To participate in the appropriate performance management processes.
- Contribute to the overall ethos/work/aims of the school.
- To work flexibly in the interests of the school and undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- To have due regard for data protection, confidentiality, child protection and health & safety policies.
- The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PERSON SPECIFICATION

Selection Criteria	Essential/ Desirable	Method of Assessment
Qualifications GCSE Maths & English C and above (or equivalent qualification).	Essential	Application
A minimum NVQ Level 2 qualification in finance (i.e. AAT or equivalent) or business administration (or commitment to working towards an appropriate qualification within agreed timescales).	Essential	
Basic First Aid Training or willingness to undertake as soon as possible.	Essential	
Knowledge, Skills & Abilities Recent and relevant knowledge of working within an appropriate financial and or office- based setting.	Essential	Your application, the interview process (including an assessment) and references will be used to evidence these key skills
Basic knowledge and understanding of financial regulations and management guidelines.	Essential	
Good communication and inter-personal skills with ability to consult and work with a wide range of people personnel at all levels on work related matters	Essential	
Strong organisational skills, able to organise own workload, prioritise tasks/solve problems and work to deadlines within a busy school environment.	Essential	
Good communication and inter-personal skills with a wide range of people.	Essential	
The ability to demonstrate a good level of numeracy and literacy to meet the needs of the post.	Essential	
The ability to work to under pressure, managing conflicting work demands in a timely manner.	Essential	
Ability to produce accurate work whilst under pressure and meet deadlines.	Essential	
Ability to undertake tasks in an effective, efficient and professional manner in line with school policies and ethos.	Essential	
Ability to use initiative, manage own work load whilst working as part of a team.	Essential	
Evidence of good ICT skills in the use of Microsoft applications, including e-mail, word processing and spreadsheets.	Essential	
Knowledge and skills to demonstrate an ability to work within a school setting and implementing school related office policies & procedures.	Desirable	
Experience Relevant to the Role In-depth experience of working within an office environment undertaking a range of financial and administrative tasks.	Essential	Application/Interview/ Assessment Processes
Recent and relevant work experience of financial management processes/procedures and use of data base systems, relevant to the core duties of this post.	Essential	
Experience of using a range of computer packages i.e. Microsoft Office.	Essential	

Knowledge and experience of Bromcom or other school MIS applications to monitor financial data	Desirable	
Experience of using reprographic equipment.	Essential	
Demonstratable experience of creating a positive work environment, problem solving and supporting colleagues with empathy & patience when managing job roles and tasks.	Essential	
Other Supportive of the Catholic Ethos of the School.	Essential	Application/Interview/ Assessment Processes
Willingness to be flexible, reliable and adaptable to respond to the changing needs of the team, work colleagues and students and cover various administrative duties & the team rota.	Essential	
Commitment to diversity and equality of opportunity in all working practices.	Essential	
To have due regard for all school policies but in particular data protection, confidentiality, child protection and health & safety policies.	Essential	
To be self-reflected and motivated, with the ability and desire to improve own performance.	Essential	
Committed to personal development and a willingness to participate in the staff review and development process	Essential	
To have high professional & personal standards: appearance, conduct and approach to work.	Essential	
Commitment to sustained good attendance at work.	Essential	
The Right to Work in the UK	Essential	
A fully completed, accurate, well-constructed and concise application that demonstrates and evidences knowledge, experience and enthusiasm for the role.	Essential	

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. Your application must therefore demonstrate how you meet the essential requirements for the post.

The School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.