**Finance and Admin Assistant (Maternity Cover)**

Thank you for your interest in joining St Francis CE Primary School. We hope that this pack provides you with all the information you need, but please don’t hesitate to contact Eleanor Edwards, School Business Manager, via [adminoffice@st-francis-pri.hants.sch.uk](mailto:adminoffice@st-francis-pri.hants.sch.uk) with any questions you may have about the school or role. Visits to the school are warmly welcomed, please contact Eleanor via the office to arrange this.

**Key Recruitment Information**

* **Application Closing Date:** 14th May 2025- midday
* **Interview Date(s):** Week commencing 19th May- we reserve the right to close applications and interview sooner if a suitable applicant is found
* **Tour dates:** On request- please contact the office to arrange
* **Job Start Date:** 2nd June 2025 or as near as possible
* **Contract/Hours:** 15 hours per week (8.30-11.30 Monday – Friday) x 41 weeks per year (term time + 2). There is some scope for negotiation for the right candidate.
* **Salary:** £8,897p.a. (FTE £24,405)- HCC band C
* **Location of Role:** St Francis CE Primary School, Valley Park, Chandlers Ford
* **Contact e-mail address:** [adminoffice@st-francis-pri.hants.sch.uk](mailto:adminoffice@st-francis-pri.hants.sch.uk)

**Job/Person Summary**

We are seeking to appoint a Finance and Admin Assistant to join our friendly support team. This role is part of a maternity cover arrangement, which we anticipate will run approximately from June 2025 to the end of the year. The post holder will work closely with our Senior Admin Assistant and our Admin Assistant, and will have specific responsibility for the financial administration of the school. This is a great opportunity for someone who is looking to move into schools’ administration, particularly schools finance, in a caring and supportive environment.

Key responsibilities for the postholder will include:

* Processing orders and invoices
* Inputting timesheets
* ****Maintaining records relating to the school budget and payroll systems

Our ideal candidate will have a good understanding of the key principles of financial management, and some knowledge of school financial regulations. Full training on relevant systems and processes will be provided.

Please see the accompanying job description for a more detailed breakdown of the role.

Visits to the school are warmly encouraged, or please feel free to call Eleanor Edwards (Business Manager) with any questions you may have.

**About St Francis CE Primary School**

Our vision is a community characterised by a deep passion and belief for everyone to thrive, rooted in our Christian ethos of belonging. Through sharing in God’s love, we enable all to grow, learn and flourish as individuals, becoming role models for our Christian values within our community and equipping us to follow and lead in the light of God through our journey within and beyond our school to enrich ours, and others’ lives.

**Our School Values**

Our whole school Christian values are important to us and weave throughout our daily lives, in play and learning: ***Together in God’s love we care, trust and respect.***

**Our School Charter**

1. Always try your best

2. Be caring, kind and helpful to others

3. Look after everything at school

4. Show good manners

5. Stay safe

6. Tell an adult if you’re unhappy

**St Francis CE Primary School Charter**

It is our aim that St Francis CE Primary School provides a warm, caring environment for all children to become successful learners. We therefore expect high standards of behaviour to be maintained by all. Underpinning this expectation is our School Charter setting out the rules, which direct the way everyone conducts themselves at St Francis School.

**Our Curriculum**

At St Francis all staff work hard to ensure that children are encouraged, supported and challenged to ensure that they can reach their full potential, without any ceiling placed on them, academically but also socially, morally and spiritually.

Through our curriculum we aim to:

**Inspire** all learners through a broad curriculum rooted in our Christian values, strong SMSC culture and the National Curriculum, that offers a wide variety of engaging and dynamic opportunities, experiences, hooks and rich texts, and motivates children to want to learn more.

**Help children to live well together** through promoting tolerance and respect throughout all areas of daily school life, ensuring difference is valued and nurtured, to enable all within our community to live well together, both in school and with those in our wider communities.

**Enable everyone to improve themselves** through committing appropriate support and challenge to enable all children to reach high standards of literacy and numeracy skills, that they transfer across a variety of subjects, contexts and their curriculum, through effective and high-quality teaching. To ensure our curriculum is planned carefully to build upon pupils’ prior learning and experiences so all future learning is purposeful and relevant. Above all of this, it is fundamental to our St Francis curriculum that there is an explicit focus on being well, physically, emotionally, socially and spiritually.

**Secure the future** for each individual by nurturing and developing effective learning habits for all our pupils to grow to be well-rounded, successful role models within our school and beyond. To provide challenge and learning opportunities to prepare our children to become responsible, confident and resilient learners, but also citizens, who look after our natural world, achieve economic well-being and innovate for the future.

**How to Apply**

To apply for this role, please download an application form available from our website <https://www.stfrancisceprimarysch.co.uk/vacancies/> and return to the school office by emailing [adminoffice@st-francis-pri.hants.sch.uk](mailto:adminoffice@st-francis-pri.hants.sch.uk) before the application deadline or in hard copy. Please note that the school cannot accept applications submitted on other forms and applications made by CV will be rejected.   
 *St Francis CE Primary and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.*