



ST VINCENT DE PAUL CATHOLIC PRIMARY SCHOOL  
Manor Park South, Knutsford, WA16 8AL  
Tel: 01565 633637  
Email: [admin@stvincents.cheshire.sch.uk](mailto:admin@stvincents.cheshire.sch.uk)  
Website: [www.stvincents.cheshire.sch.uk](http://www.stvincents.cheshire.sch.uk)  
Number on roll: 191

Required from September 2024

## Part Time Administration Assistant (Finance) 20 hours per week (mornings)

Salary: Grade 4, SCP 5-6 (£23,500 - £23,893) pro-rata, term-time only (38 weeks) (depending on relevant experience)

The Head Teacher and Governors of this popular and very happy school wish to appoint an enthusiastic and efficient administration assistant who will be responsible for providing high quality support to the School Business Manager and Head Teacher in all areas of finance within the school.

As the initial point of contact for families, visitors and telephone callers, applicants will need excellent interpersonal skills and be able to deal with staff, parents, visitors and children in a very busy environment. Discretion, tact and confidentiality are essential as are good ICT skills and a sound knowledge of Microsoft Office. Experience of working with SIMS, Cheshire East systems and within a school environment would be advantageous.

We can offer you:

- a school at the heart of its community where everyone feels valued.
- a strong commitment to staff well-being and professional development
- a dynamic team who are committed to providing a first-class education for all our children.
- A permanent contract (subject to a successful 6-month probationary period)

The successful candidate will be:

- Committed to the caring, Catholic ethos of our school
- A good team player
- Enthusiastic, hard-working and able to engage with pupils and staff
- Have the ability to work independently and use initiative
- Flexible and able to adapt to a variety of situations

For further information and an application form, please contact Mrs Watson, School Business Manager on 01565 633637 or via email [admin@stvincents.cheshire.sch.uk](mailto:admin@stvincents.cheshire.sch.uk)

Completed application forms should be returned to the school by email [admin@stvincents.cheshire.sch.uk](mailto:admin@stvincents.cheshire.sch.uk) no later than 12:00 noon on Monday 3<sup>rd</sup> June. Interviews will take place on 6<sup>th</sup> June.

We welcome applications from all suitably qualified candidates. Please be advised that we are unable to provide feedback on the shortlisting process. We will only contact candidates that have been short-listed for interview. If you do not hear from us by 4<sup>th</sup> June 2024, please consider your application unsuccessful on this occasion.

St. Vincent's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Such posts will require a DBS check and references will be taken up prior to interview.

