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Headteacher: Mr D Watson BSc  
Deputy Headteacher: Mr M Henderson BA  
Director of Learning: Mrs K L Gammack BSc, MEd

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DW/CM

7 July 2017

Dear Applicant

## **Finance and Admin Assistant (Permanent)**

**A P T & C Scale – Grade 5 – Point 17 - 20 (£17,772 - £19,430 pa)**

Thank you for your interest in the above post. We are an 11 – 18 mixed, converter academy serving the Catholic community of St Oswin's Deanery (Diocese of Hexham and Newcastle). We have a well-balanced, genuinely comprehensive intake, which is one of our great strengths. The ability profile on entry is above the national average and free school meals uptake is below the national average. We have an excellent reputation locally and nationally for the quality of our ethos, teaching and learning, high achievement, sustained improvement over time (**“Outstanding” in all 9 judgements of Diocesan Inspection December 2014; Top 100 schools with regard to sustained improvement awarded by DfE, January 2014**). This is reflected in strong parental support for and confidence in the school. The academy website will give you an insight into our work and ethos [www.stmacademy.org.uk](http://www.stmacademy.org.uk).

Our reputation and practice are excellent with regard to professional development for all staff. Our experience and expertise are especially strong in ITT and NQT work, in leadership development programmes at middle and senior leadership levels, and in providing opportunities for staff to deliver CPD as well as participate. There is a very strong, recognised learning culture across the school. Our collaborative approach extends to working with other schools. We have dedicated professional developmental time each Tuesday afternoon and there are many opportunities for staff to deliver CPD activities both within school and at local level. We are members of a Diocesan Partnership of 12 secondary schools and academies who meet regularly to learn from each other. (Catholic Partnership Website: [www.catholicpartnership.org](http://www.catholicpartnership.org)). There are also many student events within this partnership.

**We wish to appoint as soon as possible a professional, reliable and flexible person with an interest and ability in working in a finance environment.**

Duties will include:

- Undertaking a full range of finance processes e.g. processing purchase orders, invoices, payments, banking and undertaking monthly reconciliations in addition to specific responsibility for managing the school fund account.
- Acting as the main point of contact for financial administration and bookings of school trips, visits and staff training
- Assisting with the smooth running of the school admin team by working flexibly in support of colleagues as required.
- Working with a degree of initiative and organisational capability

The postholder must at all times take a pride in the school site and their own general appearance.

This is predominantly a finance role and would therefore be suitable for someone with an interest in developing their knowledge and skills in this field. Previous experience would be beneficial but training will be provided.

I am enclosing the following :

1. Advertisement details
2. Job Description
3. Recruitment and Selection Policy Statement
4. A copy of the Mission Statement
5. Application Form (inc. Notes to Applicants, Recruitment Monitoring Form, Rehabilitation of Offenders Act).
6. DBS (formerly CRB) Information

The closing date for application forms is at the end of the school day on **Friday, 28 July 2017**. **Shortlisting** will take place soon after the closing date. Interviews are expected to be held between 9 - 11 August 2017. If you have not heard from us by **Friday, 4 August 2017** please assume that you have been unsuccessful, only the successful candidates will be contacted by the school.

We look forward to receiving your application.

Yours sincerely



Mr D Watson  
Headteacher

Encs.