



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

September 2019

## Finance Assistant AAAE7102

Grade 3, Salary £17,711-£18,426 pro-rata per annum  
Actual salary £8,434 - £8,775 per annum  
20 hours a week, Term-Time plus 2 weeks (40 weeks per year)

Dear Applicant,

Thank you for your interest in the above post at Ellesmere Port Catholic High School. We are looking for a Finance Assistant to support the Finance Officer with school finance as well as administration for Educational Visits.

You will be located in the Finance office, working closely with the Finance Officer.

Whilst school finance experience would be beneficial it is not essential. We are looking for someone who is highly organised with sound administration experience. You should be happy working both on your own and as part of a team, and have good communication skills. Excellent customer service skills are essential with students and staff at the heart of all you in providing a helpful and efficient service.

The successful candidate is expected to be enthusiastic, highly motivated with developed skills and have the ability to work within the larger team of administrative support.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **9.00am on Friday 27<sup>th</sup> September**. Following completion of the short-listing process, candidates will be invited for interview the following week.

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

Mr Carl Jones  
Business Manager

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Headteacher: Mrs C. Vile B.Ed. Hons

In the Trusteeship of the R.C. Diocese of Shrewsbury and in partnership with our partner primary schools  
Our Lady Star of the Sea, St Bernard, St Mary of the Angels and St Saviour, serving the pastoral area of Ellesmere Port

