



# *Sacred Heart RC Primary School*

*Headteacher: Mrs S. Walker*  
*Deputy Headteacher: Mrs G. Eccles*  
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*‘Where Every Heart is Sacred’*

## **Admin, Finance and HR Officer Vacancy**

The governors wish to appoint an enthusiastic and motivated Admin, Finance and HR Officer to join our passionate, dedicated, friendly team of children and staff.

Contract type: Permanent

Salary: Grade 5 £22,627 to £25,481 (pro rata actual £18,919 to £21,306) 35 hours per week. Term time only plus 10 days

Start Date: September 1<sup>st</sup> 2021 or before if possible.

The successful candidate will have:

- A commitment to Catholic education
- Be enthusiastic and have a positive attitude
- Outstanding communication skills and the ability to nurture positive relationships
- Experience of working in a busy administrative environment
- Excellent personal, administrative and organisational skills
- High standards of literacy, numeracy and ICT skills
- The ability to plan and prioritise own workload, meeting set deadlines
- The ability to maintain a calm, positive and professional manner at all time
- Excellent relationships with pupils, parents and staff.

Sacred Heart can offer:

- A successful school with a committed and supportive staff team
- Confident, motivated and happy children
- A commitment to the professional development of all staff
- High standards of teaching and learning
- A continuously developing creative curriculum

Our school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The appointment will be subject to enhanced DBS clearance.

Please visit the school website or click [here](#) for an application pack. Visits to the school are warmly welcome by appointment.

Closing Date: 22nd June

Short Listing: 23<sup>rd</sup> June

Interviews and Tasks: 5<sup>th</sup> July