



Archdiocese of Birmingham  
**St. Gerard's Catholic Primary School and Nursery**

Headteacher: Mrs K Bannister  
Yatesbury Avenue, Castle Vale, Birmingham, B35 6LB



**Part Time Finance Officer Required for July 2024**

**Salary: Grade 3, pro-rata, term-time only**  
**Hours to be negotiated**

We are looking for an ambitious and highly organised individual to become our new School Finance Officer, who will be committed to the effective management of all financial aspects of the school and for making a leading contribution to the school's strategy for the future. The role requires a strong ability to work as part of a team, working alongside our current office staff and senior leadership team. St. Gerard's Catholic Primary School is a successful, friendly school with a dedicated and committed staff team. We are a one-form entry school and currently have 236 pupils on roll.

The successful candidate will:

- ❖ Have experience of working in a similar role in a school environment
- ❖ Be responsible for aspects of the school including: Finance and Budgeting
- ❖ Work in partnership with the Headteacher and report to, and advise, the Governing Body
- ❖ Have excellent communication and organisational skills
- ❖ Have a knowledge of Bromcom MIS system and Oracle
- ❖ Be friendly, flexible, professional and hardworking.

In return we are offering:

- ❖ A school that puts a culture of safeguarding our children at its core
- ❖ A distinct Catholic ethos that underpins all that we do as a school
- ❖ 'St. Gerard's is a happy and harmonious community. Pupils get along together; they are thoughtful, polite and considerate. Pupils' behaviour is exemplary in lessons and around school.' (Ofsted, March 2023)
- ❖ A strong, enthusiastic and committed staff team
- ❖ A friendly and caring environment committed to providing the best possible experience for our children
- ❖ An opportunity to use your skills and develop professionally in a supportive environment
- ❖ A welcoming and active Governing Body.

The successful candidate will be willing to support the Catholic ethos of our school, with an ability to work well with others as part of a team whilst also using their own initiative. A positive approach to working with children is essential as is a commitment to our safeguarding procedures.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Candidates shortlisted for interview will be subject to an online check.

Informal visits are strongly encouraged, please contact the school office on 01214642613 or email Mrs Bannister at [enquiry@stgerard.bham.sch.uk](mailto:enquiry@stgerard.bham.sch.uk) for an application pack and further information.

Closing Date: Friday 26<sup>th</sup> April 2024 at midday  
Shortlisting: Friday 26<sup>th</sup> April 2024  
Interviews: Wednesday 1<sup>st</sup> May 2024



0121 464 2613  
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